

NOTE: Appendix BE has been extracted from the Federal Acquisition Regulation (FAR).
The numbering sequence reflects this.

APPENDIX BE

PERFORMANCE WORK STATEMENT FOR PACKING, CONTAINERIZATION AND LOCAL DRAYAGE OF PERSONAL PROPERTY SHIPMENTS

A. PERFORMANCE WORK STATEMENT

1. GENERAL REQUIREMENTS

1.1 Scope of Work. The contractor shall furnish all personnel, equipment, facilities, supplies, services and materials, except as specified herein as Government-furnished, for the preparation of personal property of military members and civilian employees for movement or drayage and related services. Work to be performed shall be those services in the schedule awarded to the contractor. Performance shall be according to the standards contained herein and the directives listed in Part 6.

1.2 Personnel. The contractor shall furnish adequate supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated under this contract. The contractor's office shall be staffed at all times during normal working hours with personnel authorized to book shipments and arrange for services under the contract. All contractors shall have available an English reading, speaking, and writing employee at all times during packing and unpacking services. The contractor may not hire off-duty Quality Assurance Evaluators (QAE) or any other person whose employment would result in a conflict with the Standards of Conduct. Any personnel appearing to be under the influence of alcohol or drugs or using abusive language shall be replaced with qualified personnel for completion of services being performed.

1.3 Subcontracting. When it is in the best interest of the Government, the contracting officer may approve subcontracting in accordance with provisions of the DOD FAR Supplement, Part 52, Subpart 52.247-7112, and this Regulation. Such approval will be confirmed in writing and coordinated with the personal property shipping officer.

1.4 Operating Authority Requirements for Contractors. The provisions of the FAR, 52.247-2, Permit, Authorities, or Franchises, are applicable for qualification to perform services under this Regulation. A prospective contractor engaged in interstate transportation shall be approved and hold authorization in their own name by the Interstate Commerce Commission or, if engaged in intrastate transportation, a certificate issued by the appropriate state regulatory body will be required. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor shall be responsible for furnishing such evidence of compliance with state law.

1.5 Quality Control and Assurance.

1.5.1 Quality Control. The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the contractor's quality control program shall be provided to the contracting officer at the preaward survey conference or the preperformance conference if a preaward survey is not held. When required an updated copy must be provided the contracting officer on the contract start date and as future changes occur. Failure to provide copy is a violation of the requirements under this contract. The program shall include, but not be limited to, the following:

a. An examination and/or testing system covering the services stated in Specific Tasks, Part 5. It shall specify areas to be checked on either a scheduled or unscheduled basis and title of the individual(s) who shall perform the examination and/or testing.

b. A method for identifying deficiencies in the quality of services performed before the level of performance is unacceptable.

c. A file of all examinations/tests conducted by the contractor and when required the corrective action taken when discrepancies have been found. This documentation shall be made available to the Government for review anytime during the term of the contract.

1.5.2 Quality Assurance. The Government shall monitor the contractor's performance. Inspection of shipments will be performed by using the Report of Contractor Services, MT Form 360-R. Unsatisfactory service will be further documented by issuance of a Contract Discrepancy Report (CDR), MT Form 352-R. When completed, the CDR will be forwarded to the contracting officer for action. The contracting officer or his representative can take action (set off deduction, cure letter, etc.) against the contractor in accordance with FAR, 52-246-4, Inspection of Services.

1.5.3 Performance Evaluation Meetings. The contractor shall meet with the Quality Assurance Evaluator, personal property shipping officer, and contracting officer or designated representative once during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. A meeting, however, should be held whenever a Contract Discrepancy Report (MT Form 352-R) is issued. A mutual effort shall be made to resolve all problems identified. The written minutes of these meetings shall be signed by the contracting officer, contractor, personal property shipping officer, and Quality Assurance Evaluator. Should the contractor not concur with the minutes, the contractor shall state in writing to the contracting officer any areas of nonconcurrence.

1.5.4 Compliance. The rights and obligations of the parties to the Performance Work Statement (PWS) shall be subject to and governed by the provisions of the PWS and the requirements and services contained therein. To the extent of any inconsistency between the PWS and other military service regulations, the provisions of the PWS shall take precedence. Compliance with this PWS is mandatory.

1.5.5 Application. This PWS contains basic instructions for the packaging, packing, tagging, inventorying, containerization, marking, loading, storing, unpacking, and inspecting of household goods, unaccompanied baggage and extraordinary value shipments. The requirements of this PWS shall be followed whether the work is done by a contractor or by Government employees. This PWS applies to domestic and international Direct Procurement Method (DPM) shipments and local contract moves by motor van. It does not apply to domestic or international TGBL shipments.

2. DEFINITIONS

This part defines words and terms commonly used in this performance work statement.

2.1 Bluebark. The code word used to designate a personal property shipment of a deceased member.

2.2 Call number or Lot number. Locally assigned control number provided by the ordering activity when a requirement for services is placed with the contractor. For inbound shipments the number is normally assigned when the PPSO receives the freight bill or written receiving notice from the contractor. For outbound or local drayage shipments, the number is normally assigned at the time the order is placed with the contractor.

2.3 Complete Service. The rate bid per each item includes all related services, such as long carry, stairs, elevators, excessive distances, etc., necessary to perform the complete pickup and delivery of the personal property shipment.

2.4 Containerization. The stuffing or loading of personal property into exterior shipping containers.

2.5 Contracting Officer. Any person who, either by virtue of position or by appointment in accordance with the Federal Acquisition Regulation (FAR) or supplements thereto, is currently a contracting officer with the authority to enter into and administer contracts and make determinations and findings with respect thereto or with any part of such authority. The term also includes the authorized representative of the contracting officer acting within the limits of his or her authority as delegated by the contracting officer.

2.6 Direct Procurement Method (DPM). A method in which the Government manages the shipment throughout. Packing, containerization, local drayage, delivery, unpacking, storage and related services are obtained from commercial firms under a contractual arrangement or by the use of Government facilities and employees. Shipping containers are provided by the Government or contractor; separate arrangements are made with a carrier(s) for transportation; shipments are routed through commercial or Government-operated terminals; transocean transportation is accomplished by Military Sealift Command (MSC), Air Mobility Command (AMC) or commercial air; and separate documents are issued for each segment of the movement from origin to destination. DPM services are classified as follows:

a. Domestic. The movement of household goods or unaccompanied baggage within the continental United States (CONUS).

b. International. The movement of household goods or unaccompanied baggage between a point in CONUS and a point in an overseas area.

c. Intertheater. The movement of household goods or unaccompanied baggage between one overseas theater and another overseas theater.

d. Intratheater. The movement of household goods or unaccompanied baggage within one overseas theater.

2.7 Drayage. Schedule I - Drayage included applies in those instances when a shipment requires drayage to an air, water, or other terminal for onward movement after completion of the shipment preparation by the contractor. If it is being moved from a residence or other pickup point to the contractor's warehouse for onward movement by another freight company, carrier, etc., drayage not included applies. Schedule II - Drayage included means delivery of the shipment from destination contractor's facility or other destination point to the final delivery point as ordered. When shipment or partial removal of items from shipment is performed and prepared for member's pickup at destination delivery point, drayage not included applies. Schedule II services include movement from air, water, or other terminals to the contractor's facility at no cost to the Government.

2.8 Government-Owned Containers (GOCs). GOCs include all exterior wooden shipping containers purchased by the Government or constructed by the contractor for services under this contract. GOCs include containers meeting the requirements of Fed Spec PPP-B-580, Fed Spec PPP-B-601, and MTMC PAM 55-12. GOCs include all wooden exterior shipping containers purchased by the Government and received by the contractor awarded those services identified in Schedule II, Inbound Services.

2.9 GCWT. Code to designate gross hundredweight.

2.10 Household Goods. Household furnishings, appliances, clothing, books, liquor, and similar items belonging to a member and immediate family. Snow mobiles and vehicles such as motorcycles, mopeds, golf carts, and boats are authorized to be shipped. Any substances which are hazardous such as flammables and combustibles may not be shipped. In addition, the following items may not be shipped or stored as household goods at Government expense:

a. Automobiles, trucks, vans, and similar motor vehicles; airplanes; mobile homes; camper trailers; farm equipment.

b. Live animals not required in the performance of official duties including birds, fish and reptiles.

c. Cordwood and building materials.

d. Property for resale, disposal or commercial use rather than for use by the member and his or her dependents.

e. Privately-owned live ammunition.

2.11 Lot number. See paragraph 2.2.

2.12 Member or Owner. The military member, civilian employee or agent thereof for whom services are being provided at Government expense.

2.13 NCWT. Code used to designate net hundredweight.

2.14 Outsize Air Cargo. Cargo or containers in a shipment, including consolidated shipments, that have any exterior measurement greater than 72 inches in any dimension (length, width, or height).

2.15 Ordering Officer. The contracting officer of a using activity or an Government individual appointed by the contracting officer authorized to order services under the contract.

2.16 Owner. See paragraph 2.12.

2.17 Packaging. Application or use of protective measures including appropriate wrappings, cushioning and interior containers.

2.18 Packed by Owner (PBO). Those articles packed in a container by the owner (Item 0006 and 0007).

2.19 Packing. Assembly of packaged items into a shipping container with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

2.20 Personal Property. Refers to either unaccompanied baggage and/or household goods.

2.21 Personal Property Shipping Officer. The individual designated by appropriate authority to perform assigned traffic management functions at military installations or activities, regardless of whether or not that is the organizational title of the individual. For the purpose of this contract, the term PPSO includes representatives designated to order the services required and to inspect and evaluate those services performed by the contractor for acceptance or rejection.

2.22 Quality Assurance Evaluator (QAE). Representative of PPSO who has been appointed as a QAE to be responsible for providing technical assistance to the contracting officer in

administration of the contract. The QAE shall be responsible for inspection and acceptance of materials and services rendered by the contractor.

2.23 Residence. Normally considered to be the home, barracks, or other dwelling of the service member.

2.24 Unaccompanied baggage. That portion of the member's authorized weight allowance of personal property which is not transported free on a ticket used for personal travel and which is shipped separately from the bulk of the household goods. This shipment may be shipped by the expedited transportation mode. Examples are: personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens and baby carriages; small radios, portable televisions and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member. (Refer to individual Service Regulations for specific definition of unaccompanied baggage.)

2.25 Issuing Officer. Only authorized or acting PPSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302-4, accountability for PPGBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper must appear on the PPGBL.

3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1 The Government shall furnish the items listed below:

- a. PPP-B-580, Government-Owned Containers (GOCs). (Reference Part 6).
- b. DD Form 1387, Military Shipment Label.
- c. Waterproof envelopes.
- d. Government-Owned Container Control Record Form.
- e. DD Form 1299, Application for Shipment and/or Storage of Personal Property, with applicable special order and when required customs forms.
- f. DD Form 1796, Receipt of Unaccompanied Baggage.
- g. DD Form 1384, Transportation Control and Movement Document (TCMD).

3.2 Title to all household goods Type II wooden containers, crates or metal shipping boxes furnished by the Government shall remain the property of the Government.

3.3 Return of Excess Government-Furnished Property. Upon expiration of the contract, the contractor shall return unused Government-furnished forms and supplies to the ordering officer. Returned forms and supplies are to be in good reusable condition.

4. CONTRACTOR FURNISHED ITEMS

Except as provided in Part 3, the contractor is responsible for furnishing all the supplies, materials, and equipment needed to perform the tasks called for in this Performance Work Statement. All contractor-furnished containers become Government property upon their use in Schedule I, Outbound, and Schedule II, Inbound. Containers and packing materials provided by the contractor in intra-city or intra-area moves shall remain the property of the contractor. The contractor is required to order and maintain the mandatory specifications listed in Part 6.

5. SPECIFIC TASKS

Tasks and Standards. The contractor shall perform those services awarded in the schedule to meet the requirements of the tasks stated in this part based on the type of move. Tasks by type of move are reflected in the following chart showing which tasks normally apply to each type of move. Specific requirements for each task are described below. If specific instructions or requirements are not provided, the best available and customarily used commercial practices are acceptable.

<u>Task</u>	<u>Outbound House- hold Goods</u>	<u>Outbound Unaccom- panied Baggage</u>	<u>Inbound House- hold Goods</u>	<u>Inbound Unaccom- panied Baggage</u>	<u>Local Moves</u>
Premove Survey	X				X
Weighing	X	X	X	X	X
Time Requirements	X	X	X	X	X
Preparation, Packing, Loading, and Containerization	X	X			X
Tagging, Inventorying, and Packing List	X	X			X
Appliance Servicing and Unservicing	X	X	X	X	X
Containers and Vehicles	X	X	X	X	X
Marking Exterior Shipping Containers	X	X	X	X	
Storage	X	X	X	X	
Unpacking/Unloading and Loss and Damage Reports			X	X	X
Documentation	X	X	X	X	X
Reports	X	X	X	X	

5.1 Premove Survey. The contractor shall determine the nature of personal property offered for shipment either by physical inspection or telephone survey with the owner. The ordering officer may waive this requirement if a survey is not desired by the owner or if the ordering officer deems it unnecessary or impractical.

5.1.1 A physical inspection shall be accomplished for all local intra-city and intra-area moves and outbound household goods shipments which are being picked up from a residence with an estimated net weight of 3,200 pounds or more reflected on the DD Form 1299, Application for

Shipment and/or Storage of Personal Property. For shipments of lesser weight, a telephone premove survey shall be made.

5.1.2 The physical premove survey shall be conducted at a time and date which is mutually agreed upon between the contractor and the owner but not later than the day prior to the scheduled pack or pickup date.

5.2 Weighing.

5.2.1 The gross, tare, and net weight of all shipments, including unaccompanied baggage, shall be determined through use of the contractor's warehouse platform scales, Government scales, or public truck scales. Each scale used must be properly certified by a state inspector of weights and measures in accordance with the regulations of the state or district having legal jurisdiction over the scales. Personnel designated to operate scales shall be licensed or otherwise qualified as weighmasters if required by the applicable state, commonwealth, or district.

5.2.1.1 When scales are not available or their use is not practical, the application of a constructive weight of seven (7) pounds per cubic foot will be used provided prior written approval is obtained from the ordering officer. (See paragraph 5.2.11 for constructive weight of PBP&E.)

5.2.2 Platform scales will be used for weighing containerized household goods and baggage shipments. When containers are too bulky or heavy for the contractor's scales, public or Government scales will be used.

5.2.3 Public scales will be used for weighing local intra-city and intra-area shipments. The weight of such shipments shall be obtained in the manner prescribed by the Interstate Commerce Commission (ICC) except for intrastate moves. When the state or district regulation is in conflict with the ICC provisions, the state or district regulations shall apply for intrastate moves only.

5.2.4 When available and within a reasonable distance from the pickup or delivery location, the ordering officer will require the use of Government scales. (Note: The contracting officer should insert local policy regarding the availability and use of Government scales.)

5.2.5 Except as otherwise provided herein, the weight of each shipment shall be obtained by determining the difference between the tare weight of the vehicle on which the shipment is to be loaded prior to the loading and the weight of the vehicle with the shipment loaded.

5.2.6 At the time of the tare and gross weighing, the vehicle shall have installed or loaded thereon all pads, dollies, handtrucks, ramps and other equipment required for the transportation of such shipments. No packing or crating materials or supplies shall be loaded on the vehicle at the time of the tare weighing. Neither the driver nor any other persons shall be on the vehicle at the time of either the tare or the gross weighing.

5.2.7 The fuel tanks on the vehicle shall be full at the time of each weighing or, in the alternative, no fuel may be added between the two weighings when the tare weighing is the first weighing Performed.

5.2.8 The trailer of a tractor-trailer vehicle combination shall be detached from the tractor and the trailer weighed separately at each weighing providing the length of the scale platform is adequate to accommodate and support the entire trailer at one time.

5.2.9 Shipments weighing 1000 pounds or less shall be weighed on a certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

5.2.10 The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

5.2.11 When professional books, papers, and equipment (PBP&E) are included as part of the shipment, including those packed by owner, the weight of each item individually described on the inventory shall be entered on the same line of the inventory next to the description. The total weight of such articles shall be annotated separately on the inventory and packing list. The PBP&E weight will be obtained using bathroom or platform type scales. If it is not possible or practical for the contractor to weigh the items at the time of packing and pickup, a constructive weight of 40 pounds per cubic foot will be used for PBP&E.

5.2.12 The contractor shall invoice for the net weight of all shipments except for outbound unaccompanied baggage packed by owner (Item 0006 and 0007 of Schedule I). On shipments being delivered when the net weight of the shipment cannot be determined, see paragraph 5.2.13.3. Unaccompanied baggage containerized for final shipment which has a combination of contractor packed baggage (Schedule I, Item 0004) and owner-packed baggage (Schedule I, Item 0006 or 0007) will be invoiced under whichever item constitutes the greater weight of the container.

5.2.13 The contractor shall submit weight tickets, reflecting gross, tare and net weight, in duplicate, properly certified in accordance with ICC, state, commonwealth or district regulations to the ordering officer with applicable documentation. (See paragraphs 5.5 and 5.10.)

5.2.13.1 The weight tickets shall contain the name and address of the weighing station, the date, name of contractor, van or trailer number, name of property owner, applicable call number assigned by the ordering officer, and signature of the weighmaster.

5.2.13.2 For inbound personal property shipments (other than unaccompanied baggage shipments packed by owner), the contractor shall bill on origin net weights obtained from the Personal Property Government Bill of Lading (PPGBL) or other movement document and need not submit a weight certificate, unless a reweigh is ordered. When a reweigh is ordered the contractor should bill on the reweigh weight.

5.2.13.3 If the PPGBL, movement document, or container does not reflect the net weight for inbound shipments (other than unaccompanied baggage shipments packed by owner) or if the PPGBL is unavailable at destination, the contractor shall bill on origin gross weights obtained from the PPGBL, or other available sources, such as containers or supporting documentation. The contractor is required to use all means available (containers, supporting documentation, etc.) to obtain a net weight prior to submitting bill. If bill is submitted on origin gross weight, the contractor is paid for the gross weight based on the net weight bid price.

5.2.14 The contractor shall perform reweigh services when ordered. The reweigh will normally be requested at the time the delivery order is placed and shall be performed in accordance with instructions set forth in paragraph 5.2.1. When so advised by the ordering officer, a designated representative of the ordering officer or the member shall be permitted to accompany, in a separate conveyance, the contractor to witness the reweigh. This would be at no extra charge and the separate conveyance would not be provided by the contractor.

5.2.14.1 When the weight of a reweighed shipment is less or greater than the origin net or gross weight obtained at the initial weighing, the contractor shall bill on the reweigh weight.

5.2.15 Billing Procedures for CONUS and Overseas Activities. Shipments are payable on the basis of 100-pound minimum weight for unaccompanied baggage and a 500-pound minimum weight for household goods, net or gross weight, as indicated in the bid item.

5.3 Time Requirements.

5.3.1 The ordering officer will normally give the contractor notice to commence services ordered herein at least one (1) full work day prior to date specified. Oral orders will be confirmed in writing within two (2) workdays following the date of acceptance of the order by the contractor. The contractor will be available to receive orders between the hours 0800 and 1700. Upon the request of the ordering officer or member, the contractor shall provide information as to whether the service will be performed in the a.m. (0800 to 1200 hours) or in the p.m. (1200 to 1700 hours). This will be based upon the best information available and will be provided at the earliest possible time but not later than 1500 hours of the day before the service is scheduled to be performed. In unusual situations it may be necessary for the ordering officer to direct performance of services at specified times or days. When services are ordered at times or days other than normal duty days and hours, then overtime charges are applicable. When services cannot be completed on the scheduled day, the contractor shall complete all services on the following workday.

5.3.2 Unless unusual circumstances exist, shipments will not be scheduled by the contractor or the ordering officer for pickup or delivery on Saturdays, Sundays, or officially declared Legal Public Holidays unless there is a mutual agreement between the contractor, owner, and ordering officer. The contractor shall not begin pickup or delivery services at an owner's residence before 0800 hours or after 1700 hours without prior approval of the ordering officer or the owner. Contractor shall not begin any service that will not allow completion by 2100 hours without prior approval of the PPSO or the owner.

5.3.3 The contractor shall commence packing for local drayage shipments between 0800 and 1200 hours of the date specified and shall proceed without unnecessary interruption until the required services are fully performed. Delivery and unpacking shall be completed on the agreed date no later than 1700 hours unless otherwise authorized by the ordering officer or the owner.

5.3.3.1 Normally, local drayage shipments in excess of 5,000 pounds cannot be effectively packed, picked up, delivered, and unpacked the same day. Packing of such shipment is done the day before the specified pickup day unless the shipment is estimated by the Government to be in excess of 10,000 pounds in which case two (2) days shall be set aside for packing.

5.3.4 When delivery and unpacking services cannot be completed by 1700 hours of the date specified, the contractor shall contact the ordering officer before suspending operations and return the next workday to complete services.

5.3.5 The contractor shall commence containerization of outbound household goods or unaccompanied baggage at owner's residence or contractor's facility on the date specified. The contractor shall not deviate from specified pickup date unless approved by the ordering officer. If containerization is ordered at the contractor's facility, the household goods or unaccompanied baggage shall be picked up on the date and within the hours specified. Unless a longer period is authorized by the ordering officer, the maximum containerization time allowed at the contractor's facility shall be three (3) workdays following the specified pickup date for household goods and two (2) workdays following the specified pickup date for unaccompanied baggage.

5.3.6 The contractor shall accept from commercial carriers and pickup from commercial, air, water, and military terminals inbound shipments of household goods or unaccompanied baggage. The contractor shall notify the ordering officer upon arrival of a shipment but no later than 1200 hours of the next workday. Delivery shall be effected within three (3) workdays following date of receipt or contractor's notification to the ordering officer of arrival unless otherwise specified. For shipments in storage, delivery to residence shall be effected by the contractor within three (3) workdays following the date of notification for delivery by the ordering officer. The contractor shall not deviate from specified delivery date unless approved by the ordering officer.

5.4 Preparation, Packing, Loading, and Containerization.

5.4.1 The contractor shall prepare articles having finished surfaces susceptible to damage by scratching, marring, soiling, or chafing by wrapping such articles at time of loading at the residence in textile or paper furniture pads, covers (other than burlap) or other acceptable wrapping materials. When storage of these articles is necessary, they shall be afforded the same protection. Upholstered furniture shall be protected by wrapping with paper pads or blankets. All contact surfaces such as corners and edges shall be protected with excelsior, macerated pads or other cushioning materials. Protective wrappings shall be securely taped. Care shall be exercised to avoid placing the tape on any surface of the article being wrapped.

5.4.1.1 The contractor shall disassemble all items of personal property which requires disassembly to ensure safe movement and delivery at destination. Items disassembled by the contractor shall be shown in the remarks section of the inventory as contractor disassembled (CD). The contractor will have tools available for this service at the job site. Third party services, for the disassembly of unusual articles set forth in paragraph 5.6.1.4, may be authorized by the ordering officer.

5.4.1.2 The contractor shall not be required to disassemble swing sets, playground equipment, television and radio antennas, and similar articles. These shall be disassembled by the owner. Items disassembled by the owner shall be shown in the remarks section of the inventory as disassembled by the owner (DBO).

5.4.1.3 All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the contractor in preparation for shipment shall be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

5.4.1.4 Legs or other articles removed from furniture shall be properly wrapped, bundled together, and identified such as dining table legs, six each, and listed as a separate item on the inventory.

5.4.2 The contractor will accomplish all packing in accordance with the provisions of this paragraph.

5.4.2.1 Materials. All material shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment shall be completely obliterated and all material shall be free of any substance injurious to the articles being packed and to the owner. New material shall be used for packing mattresses, box springs, linens, bedding, and clothing. In the absence of any specific standard or requirement for materials listed in this section, materials that are clean, of good quality, commercially available, and appropriate for the purposes intended shall be used.

5.4.2.2 Boxes. Wood or fiberboard boxes used shall be as follows: wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and shall be well manufactured and free from imperfections which may affect their utility. When boxes are ordered, they will be ordered under the appropriate bid item.

5.4.2.3 Cartons. Cartons of solid or corrugated fiberboard shall be used for packing linens, books, bedding, lampshades, draperies, and similar articles. After packing, cartons shall be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons shall be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled shall not exceed 75 inches with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating the name of the manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit and

information indicating type of carton (single wall, double wall, etc). Cartons lacking a certificate are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar type boxes and cartons shall not be used. Boxes may be used in lieu of cartons when the ordering officer determines that their use is necessary to assure protection and safe movement of the articles.

5.4.2.4 Dishpacks are corrugated fiberboard cartons with a capacity of not less than 5 cubic feet and shall be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile items. When packaging of fragile items has been completed and space is left in a dishpack, such space may be used for packing other light weight items. The sidewalls and ends of the carton shall be of a minimum average bursting strength of 350 pounds per square inch. Not more than 120 pounds of material shall be packed therein. The carton shall be fitted with a cushion pad in the top and bottom with tiers of fiberboard dividers to make cells of various dimensions appropriate for the size of items being placed therein. When the individual items do not completely fill the cell, the void shall be filled with paper. Items shall be wrapped in clean unprinted newsprint and kraft paper. A flat piece of corrugated fiberboard shall be placed between each tier of cells. Each dishpack shall be packed with approximately equal portions of heavy, medium, and lightweight articles. The heaviest items shall be packed in the bottom tier with a divider pad placed on top. Medium weight items shall be packed in a second layer of the carton in filler cells usually called the "crystal" filler with a divider pad on top of this layer. Lightweight items shall be packed in the top layer in fillers sometimes called the "miscellaneous" filler which should, with the addition of the top cushion pad, fill the carton to capacity that will, with the flaps closed, create a tightly packed unit. All dishpack cartons shall be marked on two sides with the word "UP" with an arrow pointing to the top.

5.4.2.5 Filler material. Good quality paper pads, cellulosic (bubble pack) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper shall be used as a filler.

5.4.2.6 Paper pads. New or clean, if previously used, paper pads shall be used when required.

5.4.2.7 Wrapping. Wrapping paper shall be new or clean and appropriate for the purposes intended.

5.4.2.8 Paper. (Waxed or treated) All waxed paper used shall be manila wax or equivalent. Treated paper may be used if it is "Butcher" type paper.

5.4.2.9 Unicellular polypropylene foam. All unicellular polypropylene foam wrapping material shall be new or clean and conform to Fed Spec PPP-C-1797.

5.4.3 The contractor shall perform all packing in a manner requiring the least cubic measurement, producing packages that withstand normal movement without damage to container or contents and at a minimum of weight. The number and weight of containers shall not be greater than necessary to accomplish efficient movement. At the owner's request, articles such as stereo equipment shall be packed in original containers when furnished by the owner (provided the

containers meet minimum standards) for shipping purposes. When original cartons are used for this type of equipment, provisions as indicated in paragraph 5.4.2.3 will apply. The member's name and general contents will be marked on exterior of all cartons.

5.4.3.1 Books. Books shall be packed in cartons. All books of similar size shall be packed together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally shall be packed not more than two rows high in a carton.

5.4.3.2 Chinaware, glassware, crockery, lamps, clocks, jardinieres, statuary, vases, bric-a-brac shall be packed into dishpacks or other suitable containers. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required.

5.4.3.3 Electrical Equipment. Fans, heaters, portable stoves, sunlamps, home computers, microwave ovens, and like items. Such equipment shall be completely wrapped in paper, paper pads, or unicellular polypropylene foam and then packed into an interior carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. All items shall be properly wrapped and padded prior to packing into interior cartons.

5.4.3.4 Kitchenware. All kitchenware shall be wrapped, packed and padded to prevent rubbing and movement when packed into interior cartons.

5.4.3.5 Linens, Clothing, Draperies, and Like Items. When not safe for movement in drawers, chests, dressers, trunks, etc., these and similar items shall be packed into new cartons and sealed at the residence. If safe for movement in drawers, chests, etc., the items remaining will be padded to prevent chafing or movement. Clothing on hangers in closets and draperies shall be packed into wardrobes as indicated in paragraphs 5.4.3.5.1 and 5.4.3.5.2. Clothing packed for unaccompanied baggage shipments shall be packed as indicated in paragraphs 5.4.3.5.2 and 5.4.3.12.

5.4.3.5.1 Upright Wardrobes. New upright wardrobes shall be used for local drayage shipments. At the option of the service member, either upright or flat wardrobe cartons will be used in containerized international codes of service (Codes 4, 5, 6, and T). If the member expresses no preference, the carrier may select the type of wardrobe used. Empty hangers shall be removed, wrapped, and packed in a separate carton. No items shall be placed in bottom of wardrobes.

5.4.3.5.2 Laydown Wardrobes. Laydown wardrobes used for packing unaccompanied baggage and household goods shipments shall be new and of sufficient size to allow clothing to be packed flat. Stuffing, rolling, and excessive folding of items shall not be permitted. Hangers shall be removed from clothing and wrapped and packed in a separate carton.

5.4.3.6 Fragile Articles. Mirrors, pictures, and paintings (glass-faced or other than glass-faced paintings), glass or stone table tops, and other fragile articles requiring crating or similar protection. These articles shall be wrapped and packed in a crate or a fiberboard carton. When

more than one article is packed in any one crate or carton, a divider shall be provided. No more than four articles shall be packed in any one crate or fiberboard carton. Stone tabletops shall be packed separately. Small pictures, paintings, mirrors, and other articles of this type shall be packed in cartons and shall be sealed at residence.

5.4.3.7 Lampshades, Ornaments, and Toys. These and other small items easily crushed shall be wrapped and placed into cartons and insulated from the carton walls and from other items. Lampshades shall be wrapped individually in tissue paper first and then with new paper or new unicellular polypropylene foam and placed into cartons to prevent shifting or damage (one per carton).

5.4.3.8 Mattresses and Box Springs. Mattresses and box springs shall be placed in new mattress cartons at the residence and sealed with tape at all joints and seams. All cartons used shall have a minimum average bursting strength of 200 pounds per square inch.

5.4.3.9 Rugs. Rugs and rug pads shall be rolled (not folded) for shipment and shall not be subsequently folded or bent. This does not apply to small throw rugs without backing.

5.4.3.10 Silverware. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing shall be individually wrapped in several thicknesses of nontarnish tissue paper or unicellular polypropylene foam. Wrapping of flatware items is not necessary in local drayage moves. Flatware items shall be stacked or nestled. When storage chests are available, flat silver shall be nested or cushioned in the chests. Holloware is soft and easily bent and shall be packed in a dishpack, preferably in top half of the carton. Each vessel and cover shall be wrapped separately with the wrapped cover inverted and placed on the vessel so the two will be packaged as a unit.

5.4.3.11 Appliances and Washers. The contractor shall service appliances and washers as prescribed in paragraph 5.6.

5.4.3.12 Unaccompanied Baggage Items. Unaccompanied baggage items shall be individually packaged in cartons consistent with the protection specified for items of household goods in the preceding paragraphs. Clothing will not be placed loose but will be properly packed in cartons before they are put into an outer shipping container. Fiberboard boxes may be used for items requiring interior packaging.

5.4.3.13 Expensive and Valuable Items. When an owner declares certain items as expensive and valuable, the ordering officer shall order the services under Schedule I, Item 0008. Packing and inventorying shall be performed only in the presence of the owner. Drayage, if required, will be ordered by the ordering officer. Cartons for packing these items shall meet the specifications of paragraph 5.7.11.2.

5.4.3.13.1 The contractor shall perform at the owner's residence all exterior containerization services as prescribed in paragraph 5.7 as appropriate for the type of articles, destination, and method of shipment designated by the ordering officer.

5.4.3.13.2 The contractor, when drayage is not required, shall weigh the containerized articles on portable platform scales or bathroom scales, or upon the written authority of the ordering officer, apply a constructive weight of 11 pounds per gross cubic foot of the container.

5.4.3.14 Owner Packed Items. Items already packed by owner shall be inspected and repacked by the contractor as per paragraph 5.4, with the exception of Items 0006 and 0007, Schedule I.

5.4.3.15 Removal of Debris. Packing and loading at origin shall include, as a minimum, removing from the member's residence all empty contractor-provided containers, packing materials and other debris accumulated incident to packing and loading unless specifically waived by the owner in writing.

5.4.3.16 Upholstered and overstuffed (O/S) furniture items shall be wrapped and padded. No boxes, cartons, or other items shall be placed upon this type furniture. When shipped with other household goods, O/S will be padded, blocked, and braced to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.4.4 The contractor shall exercise care in handling, loading, and padding all items loaded into a closed moving van for local drayage shipments or for movement of outbound household goods or baggage to contractor's warehouse for containerization. All cartons will be stacked, loaded, handled, and drayed in their normal top up position unless as indicated on carton. When tailgating is authorized by the ordering officer, the load shall not extend beyond the surface of the tailgate or beyond the surface of the vehicle. The tailgated items shall be protected from inclement weather by a suitable covering.

5.4.5 Containerization. Containerization of outbound household goods and unaccompanied baggage shall be done at the owner's residence, unless otherwise authorized by the ordering officer. Care shall be taken to tightly pack items within the container. Articles shall be padded and stuffed so as to preclude damage. Filler material shall be used to eliminate void spaces. Wadded paper or empty boxes shall not be used. Padded bracing shall be used to prevent movement of items during transit. Large spaces shall be plugged with shock absorbent material such as styrofoam blocks to absorb movement caused by vibration and settling. All shipments shall be protected from the elements (rain, snow, sun, etc.) and theft at all times.

5.4.5.1 Containerization shall be carefully planned for the best utilization of the container and proper distribution of weight to obtain maximum stowage factors. The following are desired minimum stowage factors of shipping containers. Failure to meet the standards will be cause for rejection of the services performed.

(a) Fed Spec PPP-B-580 containers - For containers of 166 cubic feet and less 5.7 net pounds per gross cubic foot of the container; for containers in excess of 166 cubic feet - 5.9 net pounds per gross cubic foot of the container.

(b) MTMC Pam 55-12 containers - 5.9 net pounds per gross cubic foot of the container.

5.4.5.2 Extra heavy items such as upright pianos shall be raised and blocked to relieve any strain on the casters and braced with 2 x 4 lumber using cleats nailed through the plywood sheathing or the interior container frame. Braces shall be padded at compression points to prevent abrasion of finished surfaces.

5.4.5.3 Large heavy items such as refrigerators, freezers, and washers shall be placed on the floor of the container using other heavy dense articles such as footlockers, boxes of books, or dishpacks for bracing. Weight distribution shall be kept equal with the center of gravity of the container.

5.4.5.4 Less dense articles such as chairs, small electrical appliances, packed cartons, or small furniture articles shall be used in the middle layer and light weight articles on the top layers. All space shall be filled or top bracing shall be installed in a partially filled container. Empty cartons do not suffice as bracing. Bracing shall be placed horizontally and held down by side cleats to prevent the movement of articles within the container. Cushioning material should be used to fill gaps so shifting of the articles is not possible.

5.4.5.5 Firearms. When firearms are included in containerized shipments, they shall be placed in the number one container in such a manner to permit easy withdrawal for inspection.

5.4.5.6 Bicycles. Bicycles, when shipped as a separate item and not included within a container, shall be packed in cartons meeting the requirements of Commercial Standard A-A-2876 as a minimum. Cartons shall be constructed and fabricated in a configuration which will permit containerization of the bicycle without removal of the front or rear wheels. For shipments other than local drayage, the handle bars shall be loosened, lowered, turned at right angle to their usual position, swung downward, and retightened. Wheels or mechanisms on multispeed bicycles shall not be removed or disassembled from the frame. Pedals shall be removed and secured on edge forward of the seat post or above back fender. Before placement into the carton, protective wrapping and padding shall be applied where necessary to prevent damage. After placement within the carton, adequate interior packaging shall be placed in void areas to prevent shifting or movement during transit. The bicycle shall be placed upright in a fiberboard container. The carton shall be sealed with a suitable tape and strapped girthwise at one third the distance from each end. The word "UP" with an arrow pointing to the top of the carton shall be stencilled in black letters a minimum of 2 inches high on each side.

5.4.5.7 Boats. Boats may include, but are not limited to, the following: boats, canoes, skiffs, light rowboats, kayaks, sailboats, and boat trailers. The contractor shall be required to accept a boat and/or boat trailer. Components and boat accessories that will not fit into a PPP-B-580 container will be containerized in accordance with Fed Spec PPP-B-601.

5.4.5.8 Security Seals.

5.4.5.8.1 International Household Goods. All exterior household goods containers and boxes, including overflow and oversize boxes and rug tubes/cartons, will be sealed with accountable seals at point of pick-up, unless an exception is authorized by the responsible PPSO. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory, cross-referencing the container number. Four seals, as a minimum, will be used per box and seals will secure the access overlap door and side panels.

5.4.5.8.2 International Unaccompanied Baggage. All exterior unaccompanied baggage containers will be sealed with accountable seals at point of pickup. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory. Two seals, as a minimum, will be used per box and seals will secure the access overlap top and ends. If only two seals out of a set of four are used, the seals not used should be destroyed at the time of sealing or given to the member.

5.5 Tagging, Inventorying, and Packing List Preparation.

5.5.1 The contractor, in coordination with the owner, shall prepare an accurate legible household goods descriptive inventory similar to Figure BE-1. When an article is packed in an original container furnished by the owner, the inventory shall indicate type of article and will be shown as "CP", packed by the contractor. All tagging will be accomplished prior to removal of goods from inside of residence. Tags will not be placed on finished surfaces. The contractor shall:

5.5.1.1 Identification. Identify cartons by type and cube with an indication of general contents; such as, linens, pots and pans, 3.5 cubic feet, etc. The contractor shall diligently count and examine all goods tendered for shipments, receipt for them and make appropriate written exception for any goods not in apparent good order. Each carton shall be tagged and inventoried as a separate inventory line item.

5.5.1.2 Avoid the use of words such as "household goods, kitchenware, glass, and misc." or other general descriptive terms in the preparation of the inventory. Describe in as much detail as possible items of furniture; for example, television sets should be identified as being either "color" (C) or "black and white" (B&W) and console or portable, as appropriate.

5.5.1.3 Symbols. The "Exception Symbols" and "Location Symbols," as shown at Figure BE-1, shall be used to describe locations and exceptions. Locations and exceptions shall be true and accurate. The omission of exception symbols shall indicate good condition except for normal wear. Contractor shall not use terms "all over" and "everywhere." Each exception and location shall be listed separately and not collectively, i.e. SCRATCHED, LEFT SIDE BOTTOM, GOUGED ON TOP FRONT EDGE. Inventory will read, SC-5-9=2,G-10-4-12 and not SC,G,5,9,2,10,4,12.

5.5.1.4 Ensure that the terms "PROFESSIONAL BOOKS (PB)," "PROFESSIONAL PAPERS (PP)," "PROFESSIONAL EQUIPMENT (PE)," or "PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBPE)" are used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container, such as, carton PB 3 cubic ft.,

120 lbs. These items identified by the member, shall be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. Symbols PB, PP, PE, PBPE, as appropriate, shall be used. The total weight of the packed professional items shall be recorded on the last page of the inventory for local drayage moves and on the packing list for outbound household goods and unaccompanied baggage shipments.

5.5.1.5 List on the inventory the general contents of items which are packed by contractor (CP) or member (PBO) in dresser or chest of drawers, footlockers, trunks or seabags, or indicate empty.

5.5.1.6 Motorcycles, mopeds, and motorscooters shall be inventoried, as one line item, listing their serial number, make, year, model, and odometer reading.

5.5.1.7 Identify all packing done by member as (PBO) or packed by contractor as (CP). When the ordering officer permits the contractor to partially containerize a shipment at the warehouse, each item removed from the residence shall be annotated on the inventory as containerized warehouse (CW).

5.5.1.8 Annotate the receiving document or inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers and condition of security seals each time custody of the property changes from a storage contractor (warehouse man) to the contractor or from one contractor or carrier to another.

5.5.1.9 Removal from Nontemporary Storage. When the personal property is to be removed from nontemporary storage (NTS) the contractor shall obtain from the storage contractor two legible copies of the nontemporary storage inventory and in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If at the time each item is checked there is a difference in condition of the item from that listed on the nontemporary storage inventory, the contractor shall prepare an exception sheet and such differing conditions shall be noted thereon. When the contractor elects to make a new inventory, differences as to condition of individual items as compared with the nontemporary storage inventory, shall be shown on an exception sheet as described above. In the event the opinions of the contractor's representative and storage contractor's representative differ as to shortages and overages or condition of an item(s), both opinions shall be listed on the exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such exception sheet shall remain an internal industry document. In the event a claim is filed, the contractor shall provide legible copies of the exception sheet, if any, to the appropriate claims officer.

5.5.1.10 Preparation of Inventories. Inventories prepared on shipments released from nontemporary storage shall indicate the same article identification and item number as on the nontemporary storage inventory or a cross-reference shall be made on the new inventory indicating the item number and identification from the nontemporary storage inventory. The use

of legible photo reproductions of the storage contractor's inventory in lieu of preparing a new inventory is permissible.

5.5.1.11 Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment shall be separately identified by lot number except for local moves when only a single shipment is placed in the van. Each article shall be assigned a number which must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article shall be such as not to damage any article so identified.

5.5.1.12 Identify items disassembled or serviced by contractor or by third party at origin and record such items in the remarks section of the inventory.

5.5.1.13 When available, use the same inventory prepared at origin to verify delivery and condition of the articles at destination.

5.5.1.14 Rugs and Pads. Large rugs and pads shall be listed separately by color and size on the inventory. When small rugs are listed as bundles, the number of rugs in each bundle shall be shown on the inventory.

5.5.1.15 Inventory Form. The inventory form shall bear the signature of the owner, and date signed, together with the signature of the contractor's representative and date signed certifying to its accuracy and completeness.

5.5.1.16 Shipments to Multiple Destinations. Whenever an owner has shipments to multiple destinations, a separate inventory shall be prepared for each shipment. At time of pickup, the contractor shall insert in the heading of the inventory(ies) the method of shipment and geographic destination of the goods.

5.5.2 The contractor shall prepare the inventory in five (5) copies for outbound shipments and in three (3) copies for local moves. The original and all copies shall be legible and shall bear the name and complete mailing address of the contractor.

5.5.2.1 Local Drayage Moves. For local drayage moves, the original inventory shall be furnished the ordering officer; one (1) copy shall be retained by the contractor, and one (1) copy given to the owner when loading is completed.

5.5.2.2 Outbound Household Goods and Unaccompanied Baggage Shipments. For outbound household goods and unaccompanied baggage shipments, the original inventory will be furnished to the ordering officer, one (1) copy will be retained by the contractor and one (1) will be given to the owner. The contractor shall place in a waterproof envelope secured to the No. 1 container: One (1) copy of the inventory; one (1) copy of the DD Form 1299 (Application for the Shipment and/or Storage of Personal Property), and if an overseas shipment, one (1) copy of the owner's orders and custom's document, when applicable. Additionally, for household goods, the contractor shall place an envelope containing the following documents in an easily accessible

location inside the No. 1 container. One (1) copy of the packing list, and exception sheet for shipments released from nontemporary storage (if appropriate). For unaccompanied shipments, the contractor shall place one (1) copy of the member's orders inside the carton prior to sealing. The member will be required to furnish all necessary copies of their orders.

5.5.3 Property Picked Up from a Military Installation Warehouse. When personal property is picked up by the contractor from a military installation warehouse, the contractor shall use the DD Form 1796, Receipt for Unaccompanied Baggage, prepared by the installation warehouseman and signed by the member as the original transfer document. The package numbers on the DD Form 1796 shall be cross-referenced on the contractor's inventory and packing list when overpacking is required.

5.5.4 Packing Lists. One of the packing lists as identified in Figure BE-1 or BE-2 will be used when appropriate. The contracting officer will advise the contractor as to the required packing list prior to the start date of the contract.

5.5.4.1 The contractor shall prepare a packing list at the time the goods are packed, noting therein the number of each piece, the weight and cubic measurement. The total weight of professional books, paper, and equipment shall be listed separately on the packing list. The packing list/inventory packing list will be prepared in five (5) copies and distributed per paragraph 5.6.2.2.

5.6 Appliance Servicing and Unservicing.

5.6.1 The contractor shall service appliances by securing the item in such a manner that it will withstand handling and transportation. After servicing, a tag or label shall be attached to the appliance to indicate that it must be serviced at destination prior to its use (reversing the process performed at origin). Tagging is not required on local moves.

5.6.1.1 Washers. Washers requiring servicing shall be secured with washer kits, washer packs, washer locks, or special plastic inserts. The use of sheet fiberboard or cardboard shall not be used. Hoses will be removed, wrapped, and placed in drum of washers.

5.6.1.2 Record player. The tone arm of a record player shall be secured with tape and the turntable shall be anchored with the built in screws, when present.

5.6.1.3 Loose parts of refrigerators, freezers, and stoves shall be secured to prevent movement or removed and packed separately. Electrical cords will be secured.

5.6.1.4 Items of unusual nature may require service by a third party which is arranged by the contractor. The contractor shall not arrange for third party servicing without the authorization of the ordering officer. The charges for third party service shall be billed by the contractor as a separate charge on the invoice and supported with two (2) copies of the third party company's invoice. Examples of items of an unusual nature are: shrinks, wall units and grandfather clocks.

5.6.2 Unservicing of Appliances. The contractor shall perform unservicing of appliances at destination by reversing the procedure used for servicing. If third party unservicing is required and approved by the ordering officer, the contractor shall bill the services as prescribed in paragraph 5.6.1.4.

5.6.3 Servicing and unservicing of appliances shall not include connecting or disconnecting services. This is the responsibility of the owner.

5.7 Containers and Vehicles.

5.7.1 Government-Owned Containers (GOCs). GOCs are containers constructed in accordance with Fed Spec PPP-B-580 described as Box, Wood, Household Goods. These containers have a capacity of 1,500 pounds with an interior cube of 171 feet and gross cube of 193 feet. The contractor shall caulk PPP-B-580 boxes at time of assembly. The caulking shall be a non-hardening type in a continuous strand or rope form, not less than 1/4 inch in diameter. For previously used boxes, if the caulking has dried and become brittle, or if caulking has been improperly applied or separated from the wood members, new caulking shall be applied where necessary. When patches are used for repair of a container, the patch shall also be caulked. GOCs also include those containers listed in MTMC Pam 55-12, those meeting Fed Spec PPP-B-601 and wooden overflow and oversize containers purchased by the Government or received by the contractor awarded the Schedule II, Inbound Services contract. GOCs shall be used to the extent as they are available for Schedule I, Items 0001 through 0005, before using contractor-furnished containers.

5.7.1.1 Unacceptable containers are those that have been extended to accommodate oversize or overflow items, any panel bowed or bulging beyond their normal conformity, those with deteriorated plywood (either rotted or delaminated), those caulked on outside seams or joints, and those patched without the use of caulking compound. Patches on the outside surfaces are not acceptable because they increase the overall dimension and are subject to being scraped off during handling. The floor shall be solid and all skids installed and in sound condition.

5.7.2 MTMC Pam 55-12 and Fed Spec PPP-B-580 containers shall be caulked during assembly. Doors shall be caulked on the matching face prior to closing at residence and not by caulking on the outside after closure. Doors will match and fit properly. All GOCs and contractor-furnished containers will be free of defects (holes, loose or broken framing, missing skids, caulking repairs, separated plywood, etc.). All repairs will be done prior to delivery to residence.

5.7.3 Overflow and Oversize Items. Containers for overflow and outsize items such as rugs and sofas, shall be constructed in accordance with PPP-B-601 and caulked during assembly.

5.7.4 Containers for articles such as large pieces of marble or glass table tops that require more protection than the standard packing techniques shall be constructed in accordance with MIL-C-52950. These containers shall be used for interior packing purposes.

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"BLUEBARK" shall be stenciled in 1-inch letters with the code word BLUEBARK above the GBL number.

5.7.8.4.1 As a minimum , the property owner's last name shall be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information correctly stenciled on the container prior to departure for onward movement.

5.7.8.4.2 Stenciling. Stenciling of DPM HHG (Figure BE-5) shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (c/o Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service, and SSN

HHG: Household Goods

GROSS:

TARE:

NET:

CU :

____ of ____ Pieces (Number and Total Number of Pieces)

CODE OF SERVICE:DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE):As applicable

THRU (POD):As applicable

5.7.8.4.3 Military Shipment Label. When the container size or configuration cannot be stenciled, the contractor shall prepare and permanently affix (not stapled) to the container the appropriate Military Shipment Label, DD Form 1387 (Figure BE-6).

5.7.9 Containers must be dry and clean prior to stuffing. Containers moving by flatbed equipment in local pickup or delivery service shall be covered with a waterproof tarpaulin or other material providing equal protection, when local weather conditions dictate. The waterproof tarpaulin shall cover the cargo on the top and sides down to the vehicle bed and all surfaces over the overhang. Protective covering shall be available on the vehicle when laden with property subject to this contract.

5.7.9.1 When the contractor moves containers via flatbed type vehicle, the containers shall be loaded in an upright position and shall not protrude beyond the rear edge of the vehicle bed surface more than twelve (12) inches (no protrusion for the sides and front). In all cases of rear overhang, the container must be resting on the weight bearing surface of the skid.

5.7.9.2 Overflow Containers. Overflow containers (Item 0003 of Schedule I) shall be limited to use for those items that accumulate over and above that which can be packed into a PPP-B-580 or MTMC 55-12 container. The construction of an overflow container shall be in accordance with PPP-B-601. The overflow container normally is of lesser size than a PPP-B-580 or MTMC Pam 55-12 and must be limited to one per shipment.

5.7.9.3 Oversize Containers. Oversize containers (Item 0003 of Schedule I) shall be limited to use for a single item which exceeds the dimensions of and cannot be accommodated in a PPP-B-580 or MTMC Pam 55-12 container and therefore requires a specially built container. One or more of this type may be required per shipment. These containers shall be constructed in accordance with PPP-B-601 and the exterior container dimensions furnished to the ordering officer.

5.7.9.4 Other Shipments. Containers constructed for other shipments (Item 0003 of Schedule I) shall be constructed in accordance with PPP-B-601 and caulked during assembly. Other shipments are defined as small shipments which require a lesser size box (container) than specified in Fed Spec PPP-B-580 or MTMC Pam 55-12.

5.7.10 The contractor shall report, store and when directed by the ordering officer reposition Government-owned household goods containers. When repositioning is ordered, the contractor shall load on vehicles.

5.7.10.1 The outbound contractor, when directed by the ordering officer, shall pick up and store empty Government-owned containers from other local carrier or Government facilities within the contract area of performance. When the contract is awarded to different contractors, storage of the Government-owned containers is the responsibility of the outbound contractor unless otherwise directed by the ordering officer. The storage of containers contemplated under this

contract means, as a minimum, that containers, if not stored within a building, shall be stored under cover (protected from precipitation, ground water or other moisture).

5.7.10.2 Serviceable/Unserviceable Containers. The contractor shall not commingle serviceable or unserviceable containers. After inspection by the ordering officer, these two categories of containers shall be segregated. The inspection and disposition schedule shall be mutually agreed upon by the ordering officer and contractor. Upon completion of the inspection process the Government inspector will mark, by spraying, with red paint all containers identified as unserviceable. The marking shall consist of the word "CONDEMNED" stenciled in one inch letters and an "X" placed on one side, one end, and one interior panel of each container. Unserviceable containers shall be disposed of at no cost to the Government.

5.7.10.3 The new outbound contractor shall pick up the serviceable empty Government-owned containers from the previous contractor(s) not later than 30 calendar days after commencement of the contract.

5.7.10.4 Government-Owned Container (GOC) Report. The contractor shall submit a GOC report (a local form or for Air Force Installations, AF Form 384). The report shall be submitted to the ordering officer fifteen (15) days after the contract start date and thereafter on the first workday of each month. The contractor shall keep an accurate, up to date count of all GOCs.

5.7.11 Unaccompanied Baggage Containers. Unaccompanied baggage containers shall meet the following specifications:

5.7.11.1 Domestic Shipments. Commercial Standard ASTM-D 5168, Standard Practice for Fabrication and Closure of Triple Wall Corrugated Fiberboard Containers or Commercial Standard A-A-2876, Boxes, Shipping, Corrugated Fiberboard, High Strength Weather-resistant, Double Wall (Style RSC or OSC).

5.7.11.2 Overseas Shipments. Federal Specification PPP-B-601, Boxes Wood, Cleated Plywood - Style A or Commercial Standard A-A 2876, Boxes, Shipping, Corrugated Fiberboard, High Strength, Weather-Resistant, Double Wall (Style RSC, OSC, HSC and DBLC), or Federal Specification PPP-B-580, Boxes, Wood, Household Goods.

5.7.12 Normally, unaccompanied baggage shipments will be limited to a gross of 15 cubic feet and 300 pounds. Larger shipments of unaccompanied baggage may be placed into tri-wall fiberboard containers up to a gross of 70 cubic feet. The contractor shall secured these containers on wooden pallets for handling with a forklift. This applies to domestic and overseas shipments unless larger containers are approved by the ordering officer. Telescoping of exterior shipping containers shall not be authorized.

5.7.13 Sealing and banding of fiberboard shipping containers shall be as follows:

5.7.13.1 The contractor shall seal fiberboard shipping containers at the owner's residence by sealing all seams and joints with pressure sensitive tape. The tape shall be a minimum of 6 inches over each seam or joint edge.

5.7.13.1.1 Fiberboard shipping containers of 15 cubic feet or more shall have 2 (two) additional strips of tape, one on each side half overlapping the first tape, so that the seam when taped, is a minimum width of 4 (four) inches. When completed, the middle seam where the flaps come together and the edges of the flaps shall all be similarly taped.

5.7.13.1.2 The contractor shall band fiberboard shipping containers either at owner's residence or contractor's facility with flat steel banding or nonmetal banding which conforms to commercial standards. The banding shall be tensioned to effect an adequate closure without damaging the fiberboard.

5.7.13.1.3 Fiberboard containers in excess of 15 cubic feet shall be banded both vertically and horizontally. One band shall be placed vertically at each end of each side encircling the top, sides and bottom and one band placed horizontally encircling the ends and sides.

5.7.13.1.4 Trunks and Footlockers. Trunks and footlockers may contain a properly packed quantity of household goods that is reasonable for the construction and condition of the container (see paragraph 5.4.3). All trunks and footlockers, when used as an exterior shipment container, shall be covered girthwise with double-faced corrugated fiberboard and strapped with steel strappings. Two straps shall encircle the top, bottom, and sides of the item and one strap around the sides and ends.

5.7.14 Marking and Tagging of Unaccompanied Baggage. All surfaces of containers to be marked shall be clean and entirely free of oil or grease. Any marks not applicable to the shipment shall be obliterated with paint prior to arrival at residence or pick up point. All marking shall be clear and legible. Lettering shall be of equal height and proportional to the available space on the container. The address markings (Figure BE-7) shall be the most conspicuous marking on the container and as large as available space permits. As a minimum, the property owner's last name should be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information on all containers prior to departure for onward movement.

5.7.14.1 Marking shall be placed on two surfaces of each container. Markings on barracks bags, duffle bags, and similar articles shall be placed on one surface.

5.7.14.2 Marking of exterior containers shall be accomplished by stenciling. When the container size or configuration will not accommodate stenciling, the appropriate DD Form 1387 label (Figure BE-8) shall be used.

5.7.14.3 Marking of unaccompanied baggage shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (C/O Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service. and SSN

UB: Unaccompanied Baggage

GROSS:

TARE:

NET:

CU:

_____ of _____ Pieces (Number and Total Number of Pieces)

CODE OF SERVICE:DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE):As applicable

THRU (POD):As applicable

5.7.15 Vehicles.

5.7.15.1 Vehicles used for pickup and delivery shall be either closed moving van or a flatbed type vehicle for hauling containers. Vans shall be clean and free from holes or conditions which would permit the entry of water. Doors when closed shall fit tightly and securely. Equipment within the van shall be in good repair. Furniture pads shall be clean, in good condition, and in sufficient quantity. The vehicle shall be free of obvious defects to wheels, brakes, hitches, safety devices and leaks in systems containing liquids or air. Vehicles in violation shall be rejected and replaced with a satisfactory vehicle prior to completion of services.

5.7.15.2 Flatbed or Open-Type Vehicles. When flatbed or open-type vehicles are used to transport containerized personal property, a weatherproof tarpaulin of sufficient size to fully cover the cargo reaching to the floor of the vehicle on all sides shall be used when local weather conditions dictate. Such protective covering shall be available on the vehicle when laden with property subject to this contract.

5.8 Storage.

5.8.1 Vehicles shall not be used for the storage of shipments. Pickup and drayage includes placing the goods within the facility on the pickup date specified in the order; however, at the latest, the shipment shall be placed in the facility no later than the day following pickup.

5.8.1.1 All personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of two inches of clearance from the floor to the undermost portion of the personal property. In addition, the property shall not be stored in contact with exterior walls. Height of household goods stacked loose shall not exceed 10 feet. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and similar items are excluded from this requirement.

5.8.1.2 Shipping Containers. The contents of containerized shipments shall not be removed from containers when placed in storage. Loaded containers shall be stored in an upright position on the weight bearing surface of the skid. Shipment shall not be decontainerized prior to delivery to residence unless ordered by the ordering officer.

5.8.1.3 Identification. All outbound shipments shall be properly identified by the member's name, GBL number, and call or lot number. Such identification shall be in plain view on each lot.

5.8.1.4 Rugs and Carpets. Rugs and carpets shall be fully covered and stored on racks in a horizontal position without folding.

5.8.1.5 Upholstered and overstuffed furniture items stored loose on racks shall be placed in an upright (normal) position and covered and protected against dust. No boxes, cartons, or other items shall be placed upon this type furniture. When items are placed in individual room storage or when containers are used for warehouse storage, they shall have protection, padding, blocking, and bracing to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.8.1.6 All articles having surfaces susceptible to damage by scratching, marring, and similar hazards shall be covered with appropriate padding and stored in such a manner to afford protection.

5.8.2 Storage Charges. Storage charges for outbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of ordering officer's receipt of contractor's notification of completion of containerization service.

Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.3 Storage charges for inbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the ordering officer of arrival of shipment. Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.4 When the contractor cannot release a shipment from storage or deliver a shipment on the date requested by the ordering officer, the storage charges shall cease on the requested date instead of the actual date of release.

5.8.5 The ordering officer may authorize storage up to 360 days in 90 day increments. Storage beyond the authorized period may be authorized by higher headquarters of the military service concerned. The ordering officer will notify the contractor of the expiration date of storage at Government expense. The contractor shall collect costs from the military members for all storage above that which is authorized by the ordering officer.

5.8.6 Facilities. The minimum standard for qualification of a contractor's warehouse is that it must either have (1) an acceptable automatic sprinkler system or (2) a supervised fire detection and reporting system. Installed fire protection systems must be accredited by the cognizant fire insurance rating organization for insurance rate credit. Additionally, the facility will be protected by an adequate water supply for fire fighting and a fire department which is responsive 24 hours a day. Statements for the cognizant fire insurance rating organization, municipal fire department, or local authority, having jurisdiction, will be used as a basis for determining the sufficiency or adequacy of a fire fighting water supply and the responsiveness of a fire department to protect a facility. Upon receipt of award, the contractor shall furnish to the contracting officer evidence of the kinds and minimum amounts of insurance covering work to be performed. The contractor shall maintain at least the minimum insurance coverage required as specified in FAR 28.307.2 throughout the contract period for the following policies: (1) Workmen's Compensation Insurance \$ _ ; (2) Comprehensive General Liability Insurance \$ _ , and Automobile Liability Insurance \$. Each policy shall contain an endorsement that cancellation or material change in the policy shall not be effective until after a 30-day written notice is furnished to the contracting officer.

5.8.6.1 The contractor shall perform good warehouse keeping practices. The warehouse shall not show evidence of insect and rodent infestation and a periodic program shall be established, either self administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. The warehouse shall afford adequate protection from pilferage and theft. There shall be suitable provisions for the collection and disposal of packing materials, crates, and other similar trash; dust and dirt shall not be prevalent; working supplies shall be properly located; and equipment shall be maintained in a good condition. The outside area shall be maintained in compliance with National Fire Protection Association (NFPA) standards or in accordance with local fire and building codes. Trash and other debris shall be kept at least 20 feet

from the warehouse. The contractor shall maintain a locator record for all outbound and inbound shipments within the warehouse.

5.8.7 Inspection of Contractor's Facility. The contractor's facility will be initially inspected, if applicable, and approved by a representative from the contracting office or PPSO for compliance with this contract and the standards and regulations stated or referenced therein. Thereafter, inspections will be on a quarterly basis or, if deemed necessary, on a more frequent basis. If a facility is found to be unsatisfactory, it may be declared ineligible to receive further orders under the contract.

5.9 Delivery, Unpacking, Unloading, and Loss and Damage Reports.

5.9.1. The following information shall be furnished the ordering officer on each individual shipment: Name and rank of the property owner, GBL number, number of pieces, size and type of containers, weight and name of carrier. When markings on the containers or documents indicate the shipment is for a deceased member (BLUEBARK), this information shall also be provided. The above information shall be obtained from the freight bill, copy of the GBL (when furnished by carrier), container markings, or documents attached to the containers.

5.9.2 Unloading and unpacking, upon delivery to the residence, shall include the one-time laying of rugs, assembling of disassembled furniture, deservicing of appliances, and the one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. The contractor shall not be required to move items after once placed as designated. Third party services as set forth in paragraph 5.6.1.4 shall be performed when authorized. Unless specifically waived by the owner, in writing, unpacking services shall be performed. The contractor shall have the owner certify and sign on the inventory or delivery document that unpacking was or was not performed. The contractor shall have all tools for reassembling on hand. The contractor shall at all times protect the shipment from the elements (rain, snow, sun, etc.) and theft.

5.9.2.1 Unpacking Service. Unpacking service shall consist of unpacking, on a one-time basis, all barrels, boxes, cartons, and crates. The contents shall be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article(s) and proximity of the area desired by the owner, but does not include arranging the article(s) in a manner desired by the owner. Removing from the owner's premises all empty containers, packing material, and other debris shall be performed at the time the goods are delivered to the residence unless specifically waived in writing by the owner. The waiver shall be held in the contractor's files for further reference.

5.9.3 Recording Damage or Loss. When unloading or unpacking articles at the destination residence, the contractor shall, in coordination with the owner, check the inventory prepared at origin and inspect each article for loss or damage. The contractor shall record damage and loss on a DD Form 1840, Joint Statement of Loss or Damage at Delivery (Figure BE-9). The DD Form 1840 shall indicate any difference in count and condition from that shown on the inventory

prepared at origin and shall be jointly signed by the contractor and the owner. For split shipments or partial deliveries, a DD Form 1840 will be completed whenever property is delivered to member.

5.9.3.1 The DD Form 1840 shall be prepared in five (5) copies by the contractor. The contractor shall furnish the member three (3) copies of the completed form and obtain a receipt; therefore, on the space provided on the form and provide the member three (3) copies of the DD Form 1840R, Notice of Loss or Damage (Figure BE-10). The contractor shall furnish the contracting officer representative a completed copy of the form within seven (7) workdays after delivery. One copy of the form will be held in the contractor's files for further reference.

5.9.4 Claims. The contractor shall make prompt settlement directly to the member or the Government on any claims for loss or damage for which there is liability under the provisions of this contract. Beginning with receipt of the claim the contractor shall inform the originator of the claim, in writing, at the expiration of each succeeding 30-day period until resolution of the claim, of the status of the claim and the reasons for delay in making final disposition thereof. The contractor shall furnish the quality assurance or quality control office/division of the PPSO serviced under this contract an information copy of all claims correspondence or related documents within 10 days of the receipt or dispatch by the contractor, as applicable. The contractor shall also furnish the contracting officer a monthly list of all claims which have not been resolved within the preceding 120-day period. The list of claims shall identify the claimant, the claimant's address, the delivery order number, the date the claim was received, the amount of the claim, and the reason why the claim has not been resolved. The proper and timely resolution of claims is of the essence to this contract. The contracting officer representative shall retain the correspondence in the contractor's quality assurance file for evaluation and reference purposes until one year after contract expires. The Government reserves the right to consider any and all claims, paid or unpaid, by the contractor, under the Disputes Clause of the contract.

5.10 Documentation and Reports.

5.10.1 Contractor-furnished documents and forms prepared by the contractor and Government-furnished documents and forms partially completed by the contractor shall be accurate and legible.

5.10.2 GBLs and similar documents covering outbound shipments shall be picked up from the ordering officer by the contractor each workday or obtained in accordance with locally established procedures such as mail or courier.

5.10.2.1 On outbound shipments, the contractor shall complete by typing information on the original GBL, SF 1203 and all copies, as follows and distributed per paragraph 5.10.2.4.

a. Block 26 (Packages). Enter the number and kind of containers, such as 1 F/L, 2 CTNS, etc.

b. Block 27 (Description of Shipment). Enter the aggregate weight and cube of the total number of each different type of container shown in block 26.

c. Block 28 (Weight). Enter the gross, tare, and net weight.

5.10.2.2 On outbound overseas shipments, the contractor shall complete by typing information on the original Transportation Control and Movement Document (TCMD), DD Form 1384 (Figure BE-11) and all copies, as follows and distributed per paragraph 5.10.2.5:

a. Block 22 (Pieces). Enter the total number of pieces in the shipment.

b. Block 23 (Weight). Enter the gross, tare and net weight.

c. Block 24 (Cube). Enter the total cube of the shipment.

5.10.2.3 Carrier Pickup of Shipments. Within one (1) workday after the property is ready for shipment, the contractor will contact the assigned carrier, as indicated on the GBL, to arrange for pickup. When shipments are not picked up by the assigned carrier by close of business of the next workday following the day the contractor notified the carrier, the contractor shall notify the contracting officer representative of the carrier's failure to pickup the shipment not later than 9 a.m. of the following workday.

5.10.2.4 On all outbound shipments moving by GBL the contractor shall surrender the original GBL to the carrier when shipment is picked up and return 3 legible copies of the GBL to the contracting officer representative not later than COB the next workday after the day the shipment is picked up. All copies of GBL returned to the ordering officer shall bear a legible pickup date and signature of the carrier's representative. For outbound shipments, the contractor shall furnish the contracting officer representative the completed inventory, packing list and weight tickets not later than four (4) workdays from date of pickup for household goods and three (3) workdays from date of pickup for unaccompanied baggage shipments.

5.10.2.5 Transportation Control Movement Document (TCMD). One (1) completed copy of the TCMD shall be placed in the waterproof envelope on the number one (1) container and three (3) copies will be given to the carrier. Return one (1) annotated copy to the contracting officer representative.

5.10.3 For outbound shipments requiring drayage to an air or water terminal within the contract area of performance, the contractor will deliver the shipment to the designated terminal within five (5) working days of request by the ordering officer for unaccompanied baggage or six (6) working days of request by the ordering officer for household goods. For shipments drayed to a terminal, the delivery receipt or after transfer document shall be returned to the ordering officer not later than the next workday following delivery.

5.10.4 For inbound shipments the contractor shall furnish the ordering officer the written receiving notice not later than the next workday following the arrival of the shipment, see paragraph 5.9.1.

5.10.4.1 When a reweigh is ordered, the contractor shall furnish the ordering officer weight tickets in duplicate within seven (7) workdays of completion of the service.

5.10.4.2 For local drayage shipments the contractor shall furnish the ordering officer completed weight tickets and inventory not later than seven (7) workdays after delivery.

5.10.4.3 When the weighing of a shipment at origin is witnessed by the PPSO or weighed on a Government scale, the back of all copies of the weight ticket will be annotated with the statement "weight observed" or "weighed on Government scale," and verified by the signature of the PPSO. The number 7 copy of the GBL (property received copy) will be similarly annotated prior to mailing to the destination PPSO. The PPSO will not reweigh shipments that are so monitored at origin unless:

- a. Service is requested by the member.
- b. The member is near to or has exceeded the maximum weight allowance entitlement.
- c. Doubt exists as to the accuracy of the original weight.

5.10.5 When the contractor's facility is located in a town, city, or metropolitan area other than the location of the PPSO, telephone notification of completed containerization or arrival of shipments shall be considered as meeting the requirements for written notification. However, the contractor shall mail the applicable written notification to the ordering officer within one (1) workday following the day of telephone notification.

5.10.6 Contractor's Weekly Report. See Contract Data Requirements List (CDRL) (Figure BE-13) and Data Item Description (Figure BE-14), Number 0009.

5.10.7 Government-Owned Container (GOC) Report. See CDRL and Data Item Description, Number 0005.

5.10.8 Joint Statement of Loss and Damage at Delivery (DD Form 1840). See CDRL and Data Item Description, Number 0006.

5.10.9 Claims Correspondence. See CDRL and Data Item Description, Number 0007.

5.10.10 Report of Shipments on-Hand. See CDRL and Data Item Description, Number 0010.

5.10.11 Outsize Air Cargo Report. See CDRL and Data Item Description, Number 0011.

5.10.12 For abbreviations used in the CDRL and Data Item Description, see Figure BE-14.

5.11 Figures. The following pages contain the figures referenced in this part.

<u>Figure</u>	<u>Description</u>
BE-1	Household Goods (HHGs) Descriptive Inventory.
BE-2	Packing List of Household Goods.
BE-3	Location of Permanent Markings on PPP-B-580 Wood HHGs Box.
BE-4	Location of Permanent Markings on MIL-STD-1489 HHGs Box.
BE-5	Container Marking for HHGs Shipments.
BE-6	Military Shipping Label for HHGs (DD Form 1387).
BE-7	Marking of Unaccompanied Baggage (UB).
BE-8	Military Shipping Label for UB (DD Form 1387).
BE-9	Joint Statement of Loss and damage at Delivery (DD Form 1840).
BE-10	Notice of Loss or Damage (DD Form 1840).
BE-11	Transportation Control and Movement Document (TCMD) (DD Form 1384).
BE-12	Technical Exhibit 1 (Abbreviations)
BE-13	Contract Data Requirements List (CDRL)
BE-14	Data Item Description

6. APPLICABLE SPECIFICATIONS AND REGULATIONS

Applicable publications are listed herein. The publications have been coded as mandatory or advisory. The contractor is obligated to follow those coded as mandatory. The contractor shall be guided by those publications coded "advisory" to the extent necessary to accomplish requirements in the Performance Work Statement. Copies of Government publications may be obtained by submitting a written request to:

Defense Automated Printing Service
700 Robbins Avenue
Building 4, Section D
Philadelphia, PA 19111-5904
Facsimile: DSN 442-1462 or (215) 697-1462
Telephone Number: DSN 442-2179 or (215) 697-2179
Internet: WWW.DODSSP.DAPS.MIL

Copies of commercial standards may be obtained by submitting a written request to:

Amercian Society of Testing and Materials
100 Barr Harbor Drive
West Conshohocken, PA 19428-2959
Telephone Number: (610) 832-9585
Facsimile: (610) 832-9555

The request must contain the title of the specification, its number, and date. Supplements or amendments to these mandatory publications may be issued during the life of the contract and shall be in full force and effect as soon as possible but not later than 30 days after receipt by the contractor. Changes in the contract price due to publication supplements and amendments may be considered under the Changes clause.

<u>Specification</u>	<u>Date</u>	<u>Title</u>	<u>Mandatory</u>	<u>Advisory</u>
PPP-B-580D	15 May 80	Boxes, Wood, Household Goods	X	
PPP-B-601H	22 May 89	Boxes, Wood, Cleated-Plywood	X	
ASTM-D 5168	25 Oct 94	Standard Practice for Fabrication and Closure of Triple Wall Corrugated Fiberboard Container	X	
A-A-2876	27 Sep 94	Boxes, Shipping, Corrugated Fiberboard, High Strength, Weather-resistant, Double-wall	X	
MIL-C-52950A	20 Mar 91	Crates, Wood, Open and Covered	X	
PPP-C-1797A	1 Sep 82	Cushioning Material, Resistant low density, Unicellular Poly- propylene Foam		X
ASTM-D 3953-91	25 Jan 91	Standard Specification for Strapping, Flat Steel and Seals		X
DOD 4500.34R	Oct 91	Personal Property Traffic Management Regulation	X	
MTMC PAM 55-12	14 Dec 98	Commercial Containers for Department of Defense Household Goods Shipments		X

NOTE: All publications marked as Mandatory will be maintained at contractor's facilities.

NU. OF PAGES[illegible]

REMARKS/EXCEPTIONS _____

"WE CHECKED ALL THE ITEMS LISTED AND NUMBERED ON THIS PAGE INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED."

PRINTED IN U.S.A.

☐ Rail (LCL) ☐ Air Freight ☐ Motor Freight ☐ Water Other _____
(Specify)

Container No.	*Type of Container	Contents	Inv No.	Wt. (Lbs.)	Location of Condition	Cubic feet

FOR TYPE OF CONTAINER:	EXCEPTION SYMBOLS	LOCATION SYMBOLS
------------------------	-------------------	------------------

NW - Nailed Wood	BR - Broken	F - Faded	R - Rubbed	B - Bottom	RT - Right
FB - Fiber Board	BU - Burned	G - Gouged	SC - Scratched	C - Corner	S - Side
OC - Open Crate	CH - Chipped	GC - Good Condition	SO - Soiled	F - Front	TOP - Top
BRL - Barrel	CU - Contents and	L - Loose	T - Torn	LEF - Left	LG - Leg
HGCC - Household Goods	Conditions Unknown	M - Marred	Z - Cracked	RE - Rear	V - Veneer
Consolidated Crate	D - Dented	NW - Normal Wear	OR - Owner's Risk		

Figure BE-2. Packing List of Household Goods

LOCATION OF PERMANENT MARKINGS ON PPP-B-580 WOOD HOUSEHOLD GOODS BOX

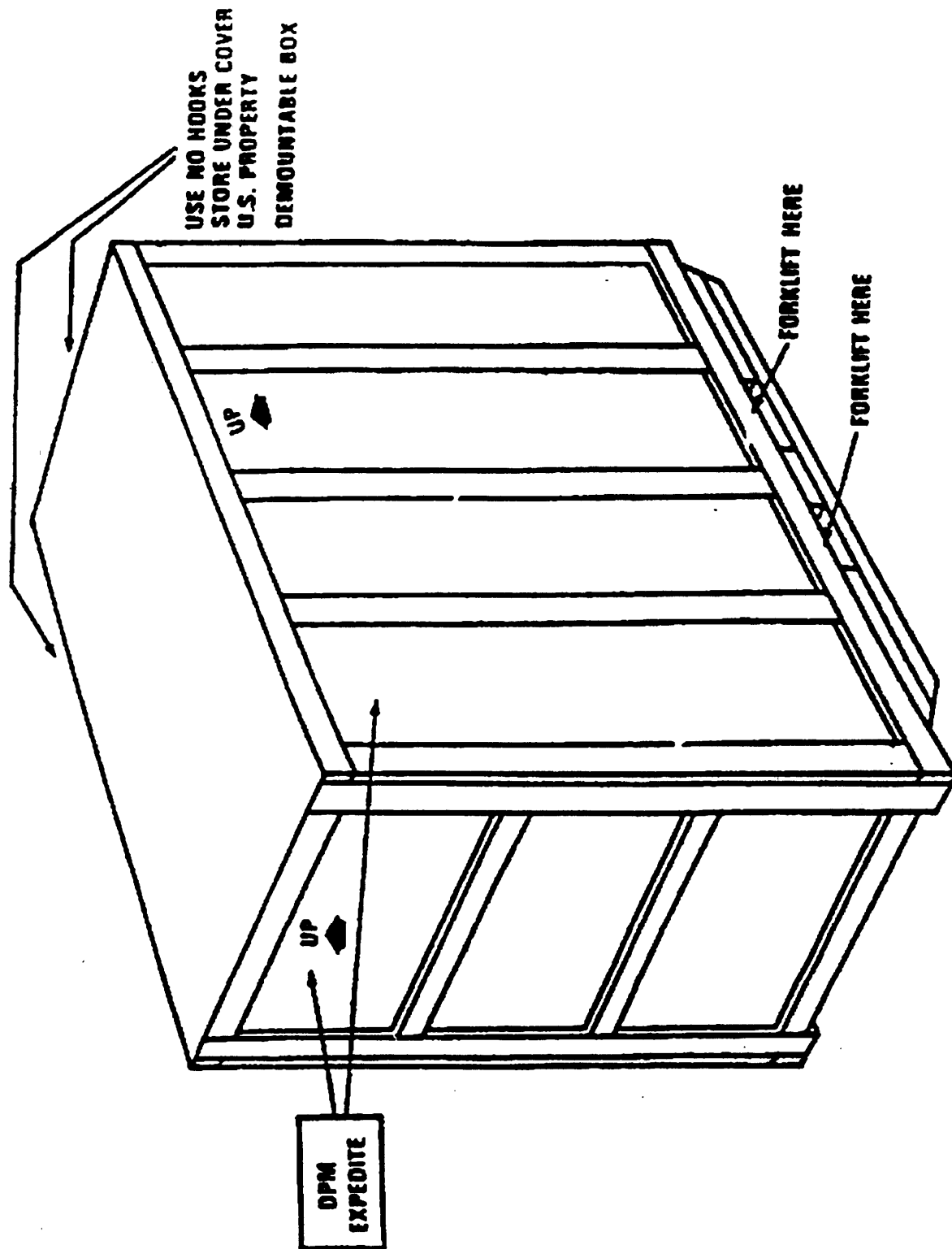


Figure BE-3. Location of Permanent Markings on PPP-B-580

LOCATION OF PERMANENT MARKINGS ON MIL-STD-1489 HOUSEHOLD GOODS BOX

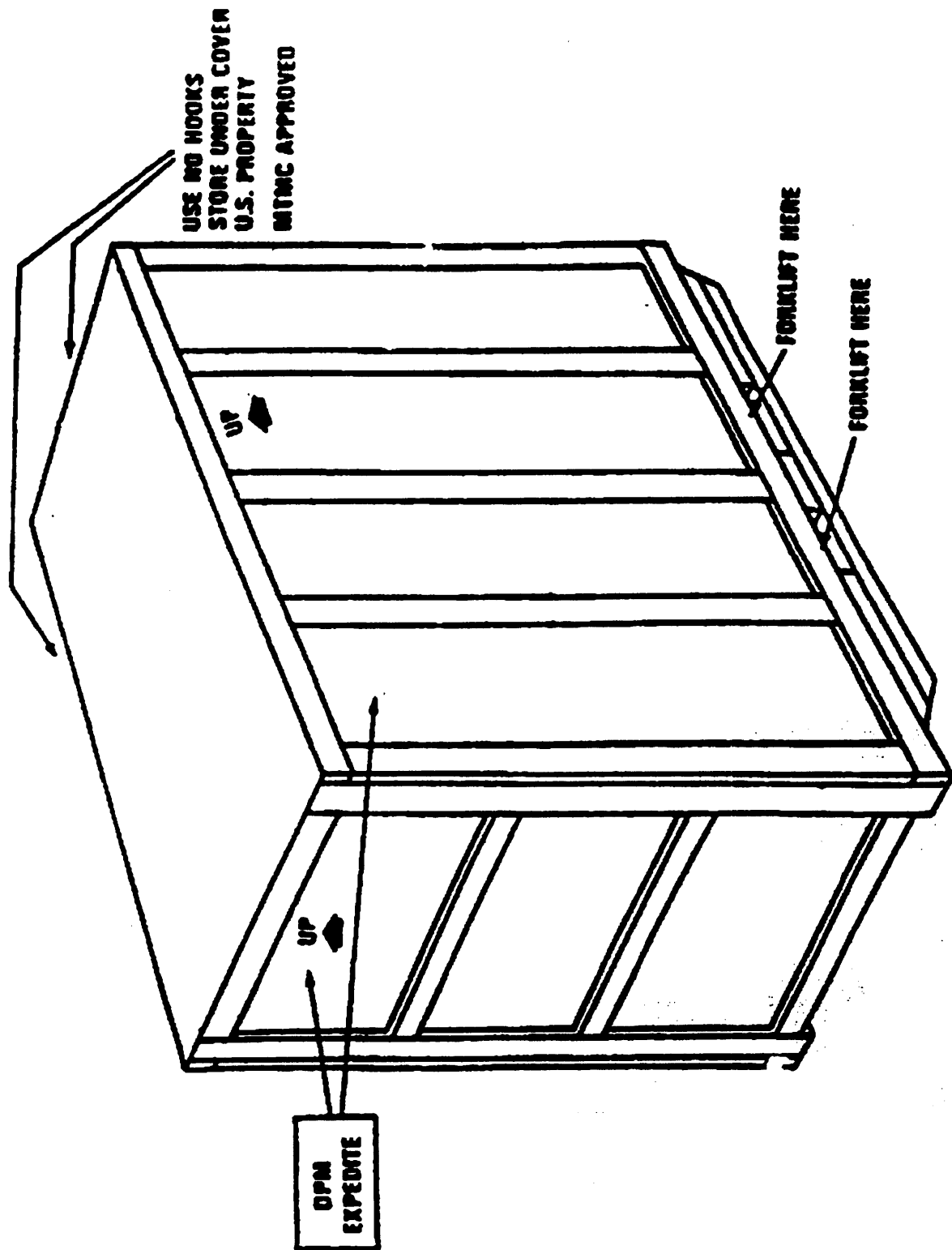
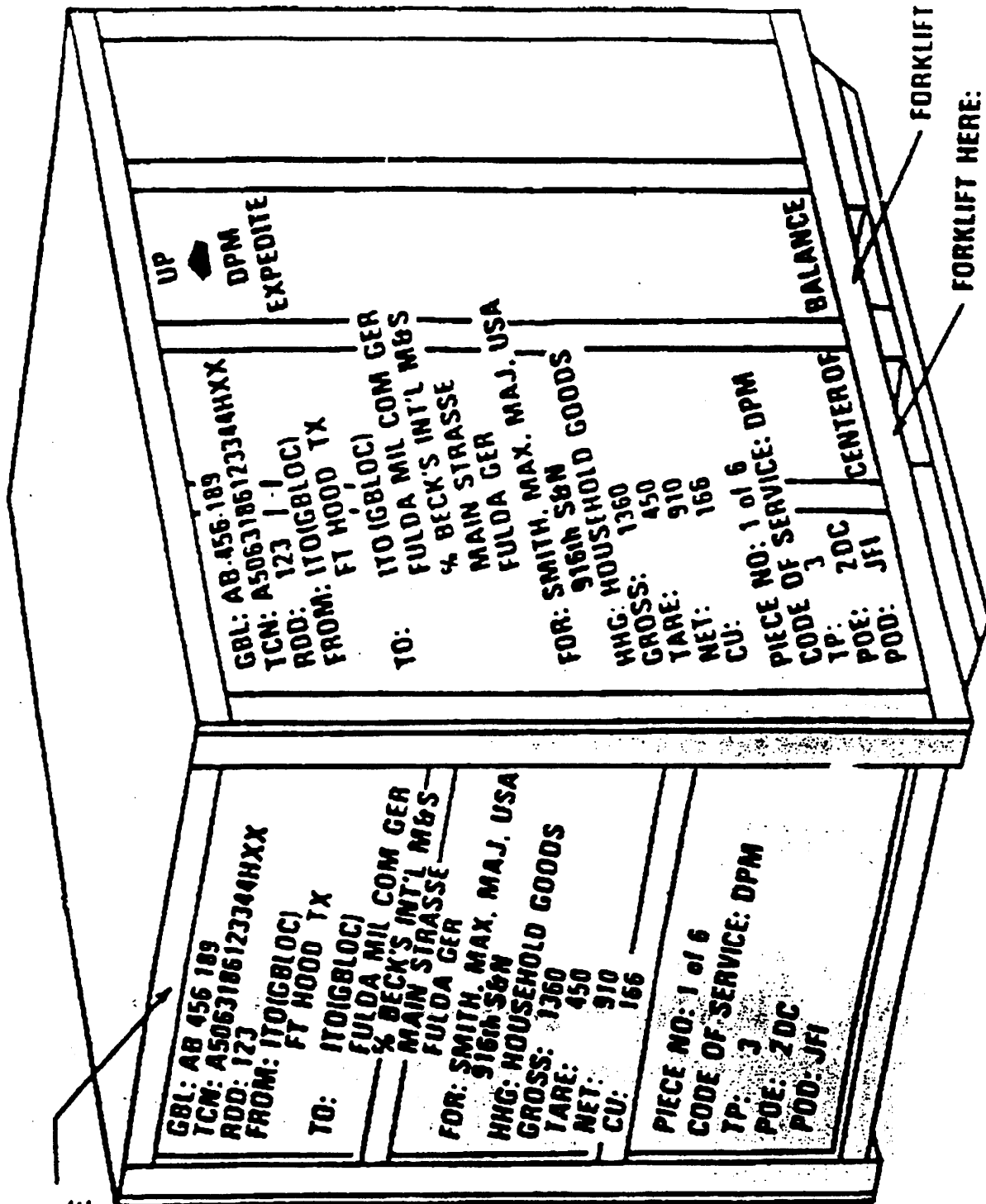


Figure BE-4. Location of Permanent Markings on MIL-STD 1489

UP

OPM
EXPEDITE



BE-43

MILITARY SHIPMENT LABEL		Form Approved. OMB No. 0704-	
1. TRANSPORTATION CONTROL NUMBER A5063186123344HXX		2. POSTAGE DATA	
3. FROM ITO- (GBLOC) Ft HOOD TX		4. TYPE SERVICE DPM	
5. SHIP TO/POE POE- 2DC		6. TRANS PRIORITY 3	
7. POD POD- JF1		8. PROJECT	
9. ULTIMATE CONSIGNEE OR MARK ITO - (GBLOC) FULDA MIL COM GER %BECK'S INT'L M&S MAIN Strasse, FULDA, GER FOR: SMITH, MAX, MAJ, USA 123 45 6789, 916th S&N	10. WT (This piece) Gross 1360	11. RDD 123	
	12. CUBE (This piece) 166	13. CHARGES	
	14. DATE SHIPPED	15. FMS CASE NUMBER	
	16. PIECE NUMBER 1		
	17. TOTAL PIECES 6		

DD FORM 1387, NOV 86

Previous editions are obsolete.

Figure BE-6. Sample of Military Shipment Label for Household Goods

GHI AB-036 189
 TCM 45631867234481X
 RDN 123
 FROM: ITOMRLOC
 TO FT HNOO TX
 ITOMRLOC
 FULDA MTC COM GER
 5 BICK'S INT MBS
 MAIN STRASSE FULDA GER
 FOR SMITH MAX. MAJ. USA
 US UNACCOMPANIED BAGGAGE
 GROSS: 66
 TARE: 26
 NET: 40
 COUNTRY: 49
 PC NO: 1 of 1
 CODE OF SERVICE: DPM
 FOR: 00Y
 POB: INT

FOR: SMITH. MAX. MAJ. USA
 MAIN STRASSE FULDA GER
 5 BICK'S INT MBS
 FULDA MTC COM GER
 ITOMRLOC
 FROM: 11 HNOO TX
 RDN: 110 HNOO TX
 TCM: 123 ITOMRLOC
 GHI: AB-036 189 7234481X

FOR: UNACCOMPANIED BAGGAGE
 GROSS: 66
 TARE: 26
 NET: 40
 COUNTRY: 49
 PC NO: 1 of 1
 CODE OF SERVICE: DPM
 FOR: 00Y
 POB: INT

BE-45

MARKING OF UNACCOMPANIED BAGGAGE SHIPMENTS (CODE J)

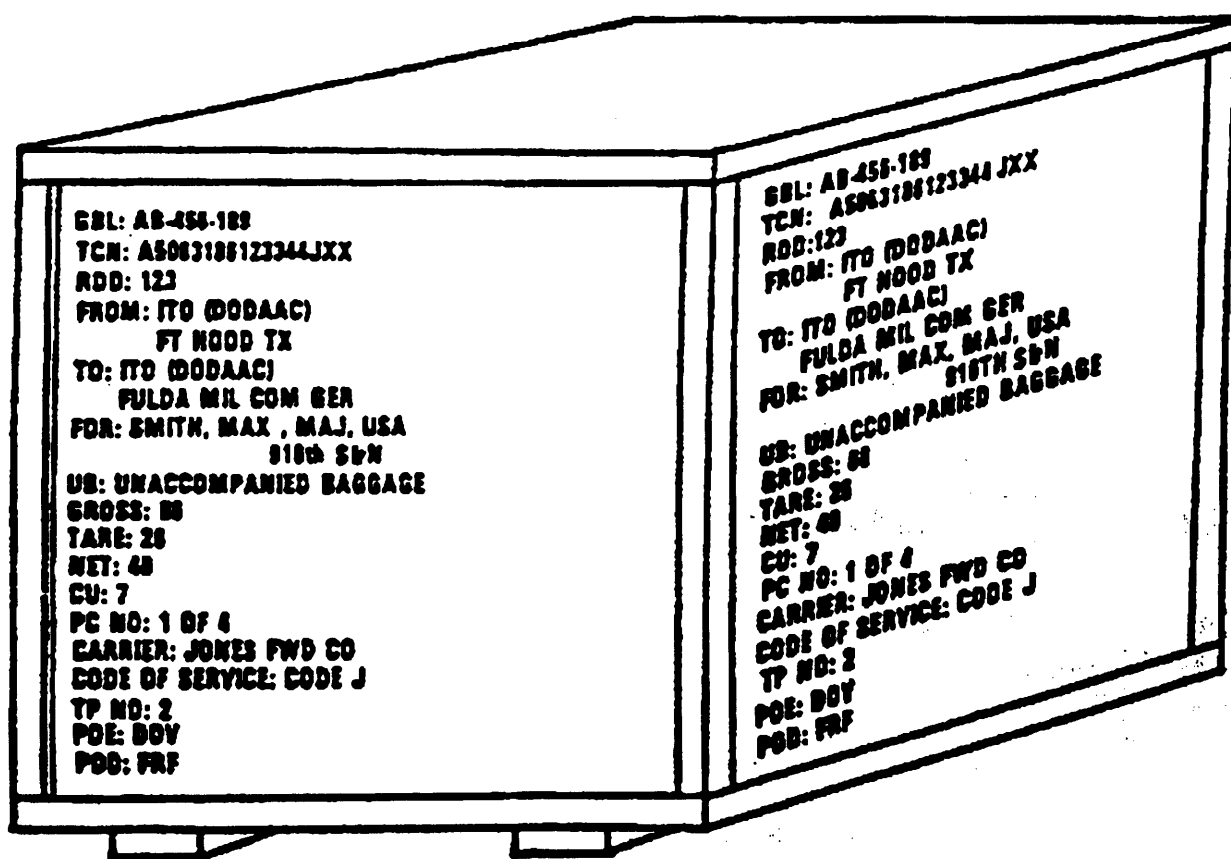


Figure BE-7.1. Marking of Unaccompanied Baggage Shipment (Code J)

MILITARY SHIPMENT LABEL		Form Approved. OMB No. 0704-
1. TRANSPORTATION CONTROL NUMBER A5063186123344BX		2. POSTAGE DATA
3. FROM ITO- Ft HOOD		4. TYPE SERVICE DPM
5. SHIP TO/POE APOE-		6. TRANS PRIORITY 2
7. POD POD-		8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK ITO- FULDA MIL COM %BECK'S INT'L MAIN Strasse, FULDA, FOR: SMITH, MAX, MAJ 916th	10. WT (This piece) Gross 166	11. RDD 123
	12. CUBE (This piece) 14	13. CHARGES
	14. DATE SHIPPED	15. FMS CASE NUMBER
	16. PIECE NUMBER 1	
	17. TOTAL PIECES 4	

DD FORM 1387, NOV 86

Previous editions are obsolete.

Figure BE-8. Sample of Military Shipment Label for Unaccompanied Baggage (DD Form 1387)

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY

Privacy Act Statement

AUTHORITY: The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).

PRINCIPLE PURPOSE(S): The information requested is to be used in evaluating claims.

ROUTINE USE(S): The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.

DISCLOSURE: Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.

GENERAL INSTRUCTIONS: The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.

SECTION A - GENERAL (To be completed by carrier/contractor)

1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE	4. NET WT OF SHIPMENT
5. ORIGIN OF SHIPMENT (City and State/Country)		6. DESTINATION OF SHIPMENT (City and State/Country)		
7. PPGBL/ORDER NUMBER	8. PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.		

SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)

13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. **THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.**

a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)

14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below) a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used. b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived. c. I estimate the amount of my loss and/or damage at \$ d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim. e. Telephone Number f. Date Signed		15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below) a. Property was delivered in apparently good condition except as otherwise noted above. b. I will initiate tracer action for missing items. c. Name of delivering carrier/agent/contractor d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No e. Signature f. Date Signed	
g. Signature		f. Date Signed	

NOTICE OF LOSS OR DAMAGE

INSTRUCTIONS TO MEMBER: You have up to 70 days to inspect your property and note all loss or damage. Should you find any loss or damage not reported on DD Form 1840 at the time of delivery, complete Section A below. Use only ball-point pen or typewriter. **THE COMPLETED FORM MUST BE DELIVERED TO YOUR LOCAL CLAIMS OFFICE NOT LATER THAN 70 DAYS FROM DATE OF DELIVERY. FAILURE TO DO SO MAY RESULT IN A REDUCTION OF THE AMOUNT PAYABLE ON YOUR CLAIM.** Keep a copy of this form for your records, receipted and dated by the claims office. If more than one page is needed, please number the pages.

SECTION A - (To be completed by member)

1. STATEMENT OF PROPERTY LOSS OR DAMAGE: You are hereby notified of the loss or damage in the following shipment of personal property.

a. Name of Member (Last, First, Middle Initial)	b. PPGBL/Order Number	c. Date of Delivery
d. Origin of Shipment (City and State/Country)	e. Destination of Shipment (City and State/Country)	

f. You are further notified that property owner intends to present a claim for this loss and/or damage. You are hereby extended an opportunity to inspect the property.

2. LIST OF PROPERTY LOSS / DAMAGE (NOTE: Tracer action is requested for items listed as missing)

[illegible]**SECTION B - (To be completed by claims office)**

(NOTE: Mail original to home office of carrier/contractor listed in item 9 on DD Form 1840)

3. TO (Home Office of Carrier/Contractor)

a. Name and Address (Street Address, City, State, and ZIP Code)	b. Date of Dispatch
---	---------------------

4. YOUR REPRESENTATIVE MAY CONTACT THIS CLAIMS OFFICE FOR ASSISTANCE

a. Name and Address of Claims Officer	b. Signature	
	c. Date Signed	d. Telephone Number

Figure BE-10. Notice of Loss or Damage (DD Form 1840R)

TECHNICAL EXHIBIT 1

REQUIRED REPORTS

Figure BE-13, Contract Data Requirements List (DD Form 1423), provides the required data. Figure BE-14, Data Item Description (DD Form 1664), provides the required format. The following are the abbreviations used and their meanings:

ASREQ	-	As Required
CO	-	Contracting Officer
DAC	-	Day after contract start
EAS	-	Each shipment
DS	-	Destination
PPSO	-	Personal Property Shipping Office
MTHLY	-	Monthly
N/A	-	Not applicable
ONE/R	-	One time with revisions
QTRLY	-	Quarterly
WKLY	-	Weekly

FIGURE BE-12. Technical Exhibit 1

CONTRACT DATA REQUIREMENTS LIST										Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.											
A. CONTRACT LINE ITEM NO.			B. EXHIBIT A			C. CATEGORY: TDP TM OTHER					
D. SYSTEM/ITEM				E. CONTRACT/PR NO.				F. CONTRACTOR			
1. DATA ITEM NO. 0001		2. TITLE OF DATA ITEM Contractor's Quality Control Program					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0001				5. CONTRACT REFERENCE Part 1, Para 1.3				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY One/R		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES			
						Draft		Final			
								Reg		Repro	
16. REMARKS Basic version submitted at preaward survey conference. Updated version submitted on contract start date. Schedule I, II, and III.						15. TOTAL →					
1. DATA ITEM NO. 0002		2. TITLE OF DATA ITEM Weight Tickets					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0002				5. CONTRACT REFERENCE Part 5, Para 5.2.13 and 5.2.13.1				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY EAS		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES			
						Draft		Final			
								Reg		Repro	
16. REMARKS Weight tickets not required on inbound shipments unless reweigh is ordered. Schedule I, II, and III.						15. TOTAL →					
1. DATA ITEM NO. 0003		2. TITLE OF DATA ITEM Household Goods Descriptive Inventory					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0003				5. CONTRACT REFERENCE Part 5, Para 5.5., Figure 1				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY EAS		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES			
						Draft		Final			
								Reg		Repro	
16. REMARKS Inventories not required on inbound shipments. Schedule I and III.						15. TOTAL →					
1. DATA ITEM NO. 0004		2. TITLE OF DATA ITEM Exception Sheet					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) 0004				5. CONTRACT REFERENCE Part 5, Para 5.5.1.8				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE see 16		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES			
						Draft		Final			
								Reg		Repro	
16. REMARKS Exception sheets are made on shipments from NTS when contractor's representative & storage contractor's representative disagree on condition of goods. Maintained in contractor's file and made available to claims office.						15. TOTAL →					
G. PREPARED BY				H. DATE		I. APPROVED BY				J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST										Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.											
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY: TDP TM OTHER							
D. SYSTEM/ITEM				E. CONTRACT/PR NO.				F. CONTRACTOR			
1. DATA ITEM NO. 0005		2. TITLE OF DATA ITEM Report of Government Owned Containers						3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) 0005				5. CONTRACT REFERENCE Part 5, Para 5.7.10				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE See 16		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES			
								Draft		Final	
								Reg		Repro	
16. REMARKS Initial report due 15 days after contract start date. Subsequent reports are due first workday of each month. Schedule I and III.								15. TOTAL →			
1. DATA ITEM NO. 0006		2. TITLE OF DATA ITEM Joint Statement of Loss & Damage at Delivery						3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) 0006				5. CONTRACT REFERENCE Part 5, Para 5.9.3 and Para 5.9.3.1				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE See 16		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES			
								Draft		Final	
								Reg		Repro	
16. REMARKS DD Form 1840. Schedule I and III.								15. TOTAL →			
1. DATA ITEM NO. 0007		2. TITLE OF DATA ITEM Claims Correspondence						3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) 0007				5. CONTRACT REFERENCE Part 5, Para 5.9.4				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES			
								Draft		Final	
								Reg		Repro	
16. REMARKS Each time any correspondence regarding a claim is received from anyone other than the local ITO, the contractor must furnish the ITO an information copy. Schedule I, II and III								15. TOTAL →			
1. DATA ITEM NO. 0008		2. TITLE OF DATA ITEM Government Bill of Lading						3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) 0008				5. CONTRACT REFERENCE Part 5, Para 5.10.6				6. REQUIRING OFFICE COR			
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES			
								Draft		Final	
								Reg		Repro	
16. REMARKS Original and copies 2,3,and 4 are given to the carrier. Copies 5, 6 and 7 to the ITO and copy 8 maintained by the contractor.								15. TOTAL →			
G. PREPARED BY				H. DATE		I. APPROVED BY				J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
18. ESTIMATED

CONTRACT DATA REQUIREMENTS LIST										Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.											
A. CONTRACT LINE ITEM NO.			B. EXHIBIT A		C. CATEGORY: TDP TM OTHER						
D. SYSTEM/ITEM			E. CONTRACT/PR NO.			F. CONTRACTOR					
1. DATA ITEM NO. 0009		2. TITLE OF DATA ITEM Contractor's Weekly report				3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) 0009			5. CONTRACT REFERENCE Part 5, Para 5.10.6			6. REQUIRING OFFICE COR					
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY WKLY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE See 16		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES	
								Draft		Final Reg Repro	
16. REMARKS Block 11 - Day of submission Block 12 - First Monday after contract start date Schedule I								15. TOTAL →			
1. DATA ITEM NO. 0010		2. TITLE OF DATA ITEM Report of Shipments on Hand				3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) 0010			5. CONTRACT REFERENCE Part 5, Para 5.10.9			6. REQUIRING OFFICE COR					
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE See 16		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES	
								Draft		Final Reg Repro	
16. REMARKS Schedule II.								15. TOTAL →			
1. DATA ITEM NO. 0011		2. TITLE OF DATA ITEM Outsized Cargo Report				3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) 0011			5. CONTRACT REFERENCE Part 5, Para 5.10.9			6. REQUIRING OFFICE COR					
7. DD 250 REQ DS		9. DIST STATEMENT REQUIRED		10. FREQUENCY See 16		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE See 16		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES	
								Draft		Final Reg Repro	
16. REMARKS Schedule I								15. TOTAL →			
1. DATA ITEM NO.		2. TITLE OF DATA ITEM				3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE			6. REQUIRING OFFICE					
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT		a. ADDRESSEE		b. COPIES	
								Draft		Final Reg Repro	
16. REMARKS								15. TOTAL →			
G. PREPARED BY			H. DATE		I. APPROVED BY				J. DATE		

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED

17. PRICE GROUP
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17. PRICE GROUP
18. ESTIMATED

DATA ITEM DESCRIPTION			<i>Form Approved OMB No. 0704-0188</i>	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE <div style="text-align: center; font-size: large;">CONTRACTOR'S QUALITY CONTROL PROGRAM</div>		2. IDENTIFICATION NUMBER <div style="text-align: center; font-size: large;">0001</div>		
3. DESCRIPTION/PURPOSE <p>The contractor shall provide a quality control program which includes an inspection system for services listed in the required services chart (RSC), specifying the areas to be inspected, when and by whom. It must also identify questionable services before performance becomes unsatisfactory. It shall describe the method used in recording the quality control inspection results and disposition of these inspection records.</p>				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP <p>The quality control program indicates procedures are available to provide quality performance to the government.</p> <p>Schedules I, II and III.</p>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS <p>Basic version outlining a general approach shall be available at the preaward survey conference. Updated version must be submitted by the contract start date.</p> <p>The quality control plan must contain, as a minimum:</p> <ol style="list-style-type: none"> 1. Areas to be inspected 2. Inspection schedule 3. Names and titles of individuals performing inspections 				
11. DISTRIBUTION STATEMENT <div style="text-align: center; font-size: large;">Contracting Officer</div>				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE		2. IDENTIFICATION NUMBER		
WEIGHT TICKETS		0002		
3. DESCRIPTION/PURPOSE				
<p>Weight tickets, properly certified, in accordance with ICC, state, Commonwealth, or District regulations are required to support billings for payment.</p>				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP				
<p>Verification of weight of shipments. Weight tickets are not required on inbound shipments unless a reweigh is ordered.</p> <p>Schedules I, II and III.</p>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS				
<p>Weight tickets shall be certified and prepared in duplicate and shall contain the following:</p> <ol style="list-style-type: none"> 1. Name and address of the weighing station 2. Date of weighing 3. Contractor's name 4. Van or trailer number 5. Name of property owner 6. Signature of weighmaster 7. Order number 				
11. DISTRIBUTION STATEMENT				
ITO				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE HOUSEHOLD GOODS DESCRIPTIVE INVENTORY		2. IDENTIFICATION NUMBER 0003		
3. DESCRIPTION/PURPOSE To provide an accurate, legible inventory of shipment contents. Identify quantities, cartons, conditions of articles and other information concerning the items shipped. (Part 5, Figure BE-1)				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Listing of articles shipped. Schedules I and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS				
11. DISTRIBUTION STATEMENT Schedule I: ITO – Original; Owner – 1 Copy; Contractor – 1 Copy Shipment: 1 Copy attached to number one container; 1 Copy placed inside number one container Schedule III: ITO – Original; Owner – 1 Copy; Contractor – 1 Copy				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.				
1. TITLE EXCEPTION SHEETS		2. IDENTIFICATION NUMBER 0004		
3. DESCRIPTION/PURPOSE To record a difference in the condition of items being removed from nontemporary storage.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Used in settlement of claims. Schedules I and II.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Prepare only when different conditions are noted from the nontemporary storage inventory. When contractor's representative and storage contractor's representative differ, enter both opinions, separately identifying source. Both parties shall sign and date the exception sheet. The exception sheets are maintained in the contractor's files. A copy will be furnished in the claims office, upon request.				
11. DISTRIBUTION STATEMENT As required				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE		2. IDENTIFICATION NUMBER		
REPORT OF GOVERNMENT-OWNED CONTAINERS		0005		
3. DESCRIPTION/PURPOSE				
Report how many government-owned containers are available at the contractor's facility.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP				
<p>To determine accountability and location of government-owned containers.</p> <p>Schedules I and II.</p>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS				
<p>Report is submitted to the ITO fifteen days after the contract start date and the first workday of each month thereafter. The report will reflect the following information but not limited to:</p> <ol style="list-style-type: none"> 1. Number received during reporting period with member's name for each container. 2. Number of containers disposed of during the period of report (showing specific disposition). 3. Total number of containers on hand as of the end of the reporting period to include: <ol style="list-style-type: none"> a. Number of serviceable containers, by type b. Number of unserviceable containers, by type <p>NOTE: Initial report of containers received from previous contractor need not show member's name.</p> <p>For Air Force installations AF Form 384, Government-Owned Container Control Report, should be used. The ITO will furnish the form for the contractor's use.</p>				
11. DISTRIBUTION STATEMENT				
ITO				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.				
1. TITLE JOINT STATEMENT OF LOSS AND DAMAGE AT DELIVERY (DD FORM 1840)		2. IDENTIFICATION NUMBER 0006		
3. DESCRIPTION/PURPOSE To record loss and/or damage at the time of delivery to the member. (Part 5, Fig BE-9)				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Used as proof of delivery and as supporting documentation for a claim. Schedules II and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Schedule II and III: A DD Form 1840 will be prepared to indicate the loss and/or damage revealed during unloading/unpacking. The contractor and owner must jointly sign the form upon completion. If available, the owner's copy of the inventory prepared at origin or the copy from the number one container shall be used to check count and condition.				
11. DISTRIBUTION STATEMENT Property Owner – 3 Copies Ordering Officer – 1 Copy Contractor – 1 Copy				

Figure BE-14. Data Item Description (DD Form 1664 (Cont))

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<small>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</small>				
1. TITLE CLAIMS CORRESPONDENCE		2. IDENTIFICATION NUMBER 0007		
3. DESCRIPTION/PURPOSE A copy of any correspondence concerning a claim, that is received by the contractor from anyone other than the local ITO.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Informs the PPSO of a pending claim. Schedules I, II and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS At the time a claim is received by the contractor, the contractor records the date of receipt on the claim and furnishes a copy of all correspondence regarding the claim to the PPSO within ten workdays.				
11. DISTRIBUTION STATEMENT ITO				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.				
1. TITLE		2. IDENTIFICATION NUMBER		
GOVERNMENT BILL OF LADING (SF FORM 1203)		0008		
3. DESCRIPTION/PURPOSE				
A document issued by the government to procure transportation and related shipment services.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP				
Used for linehaul freight movement of personal property.				
Schedule I.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS				
The following information will be typed by the contractor in the blocks as indicated below: <ol style="list-style-type: none"> 1. Block 26 – Enter the number and kind of containers, such as 1 F/L, 2 CINS, etc. 2. Block 2 – Enter the aggregate weight and cube of the total number of each different type of container shown in Block 26. 3. Block 28 – Enter the total gross weight of the shipment and when available, total tare and net weight. 				
11. DISTRIBUTION STATEMENT				
Contractor surrenders the original and copies 2, 3 and 4 to the carrier.				
Contractor returns copies 5, 6 and 7, signed by the carrier, to the ITO.				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.				
1. TITLE CONTRACTOR'S WEEKLY REPORT			2. IDENTIFICATION NUMBER 0009	
3. DESCRIPTION/PURPOSE Report advises the ITO of outbound shipments on hand which were picked up prior to the previous Wednesday.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Report is prepared each Monday or next working day if Monday is a holiday. Negative reports are required. Schedule I				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Report must contain: <ol style="list-style-type: none"> 1. Member's name, rank and SSN 2. Number of days on hand 3. Order number 				
11. DISTRIBUTION STATEMENT Original to ITO Copy maintained by contractor				

Figure BE-14. Data Item Description (DD Form 1664 (Cont))
BE-63

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.				
1. TITLE REPORT OF SHIPMENTS ON HAND		2. IDENTIFICATION NUMBER 0010		
3. DESCRIPTION/PURPOSE Report of all inbound shipments at the contractor's facility. The "as of" date is determined by the ITO. This is a complete inventory.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Provides the ITO a listing of shipments in storage and/or waiting to be delivered. Negative reports are required. Schedule II				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Report must contain: <ol style="list-style-type: none"> 1. Member's name, rank and SSN 2. Date of receipt 3. Pieces, weight and cube 4. Order number 				
11. DISTRIBUTION STATEMENT One copy forwarded to ITO One copy maintained by contractor				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<small>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</small>				
1. TITLE OUTSIZE AIR CARGO REPORT		2. IDENTIFICATION NUMBER 0011		
3. DESCRIPTION/PURPOSE Provides the PPSO the dimensions of outsize air cargo containers for shipments entering the military airlift system.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Report is prepared on an as required basis. Schedule I				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS Prepared only on shipments entering the military airlift system that have any containers with an outside measurement greater than 72 inches in any dimension.				
11. DISTRIBUTION STATEMENT One copy forwarded to PPSO One copy maintained by contractor				

ESTIMATED QUANTITIES

The quantities shown by area of performance for each item in this Solicitation are the Government's estimates of requirements which may be ordered during the period of the contract.

The Government's estimated maximum daily requirements, excluding Saturday, Sunday; National, State, and local holidays are listed below by area of performance within each schedule. Bidders must complete the "Bidder's Guaranteed Daily Capability", which must equal or exceed the Government's minimum acceptable daily capability, for all items within an area of performance for which they submit bids. Failure to do so will render the bid non responsive.

	Government's Est Maximum Daily Requirement	Government's Minimum Acceptable Daily Capability	Bidder's Guaranteed Daily Capability
OUTBOUND (Schedule I) Area	NCWT	NCWT	NCWT
INBOUND (Schedule II) Area	NCWT	NCWT	NCWT
INTRA-CITY AREA (Schedule III) Area	NCWT	NCWT	NCWT
(Repeat for each area listed)			

SCHEDULE I

OUTBOUND SERVICES

Item 0001. Complete Service - Outbound (HHGs). Services shall include premove survey, servicing of appliances, disassembly of furniture, if required, packaging, inventorying, tagging, wrapping, padding, packing and bracing of household goods in Government-owned and furnished shipping containers (Shipping Container FED SPEC PPP-B-580, MTMC Pam. 55-12) at owner's residence, or at contractor's facility when ordered by the contracting officer, properly securing and sealing for shipment, weighing, obliterating old markings, marking, strapping, and drayage of the container within an area of performance. Service shall also include loading of shipments on line-haul carrier's equipment at the contractor's facility. When containers will not accommodate all articles of any one lot, loose articles shall be packed in the said containers before any over-packed articles are placed therein. Overflow, oversize and other shipments shall be paid for under Item 0003.

Area.....

Est				
Annual	Unit	Price	Total	
Qty	Unit	Price	Total	
AA. At owners residence:	_____	NCWT	_____	_____
Container, FED SPEC				
PPP-B-580, or MTMC				
Pam. 55-12				
AB. At contractors Facility:	_____	NCWT	_____	_____
Container, FED SPEC				
PPP-B-580, or MTMC				
Pam. 55-12				

(Repeat AA and AB above for additional areas as needed.)

Item 0002. Outbound (HHGs From Nontemporary Storage). Service shall be the same as Item 0001 above except that: (i) household goods shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) household goods shall be delivered to contractor's facility; and (iii) premove survey, servicing of appliances, preliminary packing and accessorial services shall not be provided. Overflow articles requiring containerization will be paid for under Item 0003.

Area.....

Est	Annual	Unit			
Qty	Unit	Price	Total		
AA. Pickup by contractor:	_____	NCWT	_____	_____	_____
Container, FED SPEC					
PPP-B-580, or MTMC					
Pam. 55-12					
AB. Delivered to contractor:	_____	NCWT	_____	_____	_____
Container, FED SPEC					
PPP-B-580, or					
MTMC Pam. 55-12					

(Repeat AA and AB above for additional areas as needed.)

Item 0003. Complete Service-Outbound (HHGs-Overflow Articles and HHGs Shipments requiring other than PPP-B-580 or MTMC Pam. 55-12 Containers). Service shall be the same as Item 0001 or Item 0002 except that the loose articles are drayed to contractor's facility when ordered by the contracting officer for containerization in Government-furnished or contractor-furnished containers.

Area.....

Est	Annual	Unit			
Qty	Unit	Price	Total		
AA. Government-Furnished					
Containers:					
(1) Overseas Pack:					
a. Overflow Articles	_____	NCWT	_____	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____	_____
c. Other Shipments	_____	NCWT	_____	_____	_____

(2) Domestic Pack:

a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____

AB. Contractor-Furnished
Containers:

(1) Overseas Pack:

a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____

(2) Domestic Pack:

a. Overflow Articles	_____	NCWT	_____	_____
b. Oversize Articles	_____	NCWT	_____	_____
c. Other Shipments	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Overflow, other shipments and oversize containers shall be constructed in accordance with FED SPEC PPP-B-601, Style A or B. Each container shall be caulked during assembly. Overflow boxes and other shipments shall be limited to one per shipment. Other shipments are small household goods shipments which normally require a lesser size box than specified in FED-SPEC PPP-B-580 or MTMC Pam 55-12. Overflow containers are of a lesser size than specified in FED-SPEC

PPP-B-580 or MTMC Pam 55-12 and oversized containers are always of a greater size than specified in FED SPEC PPP-B-580 or MTMC Pam 55-12. One or more of these containers may be required per shipment. Price bid for Item 0003 includes container plus weight of its contents.

Item 0004. Complete Service - Outbound (Unaccompanied Baggage). Service includes packaging, inventorying, packing in Government approved containers, weighing, strapping, obliteration of old markings, marking, and loading shipments on the line-haul carriers equipment. Service shall be performed at owner's residence. (Service may be performed at contractor's facility when ordered by the Ordering Officer.)

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Government-Furnished
Containers

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

AB. Contractor-Furnished
Containers:

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0005. Complete Service - Outbound (Unaccompanied Baggage from Nontemporary Storage). Service shall be the same as Item 0004 except that (i) unaccompanied baggage shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) unaccompanied baggage shall be delivered to contractor's facility; and (iii) servicing of appliances, preliminary packing and accessorial services shall not be provided.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Government-Furnished
Containers:

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

AB. Contractor-Furnished
Containers:

(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB for additional areas as needed)

Item 0006. Outbound Service - Unaccompanied Baggage Packed by Owner. Service shall include weighing, strapping, banding, obliterating old markings, and marking. Service may include (when necessary) containerization in outer shipping containers as ordered by the contracting officer.

Area.....

Est			
Annual	Unit		
Qty	Unit	Price	Total

AA. Containerization Not
Required:

(1) Drayage Included	___	GCWT	___	___
(2) Drayage Not Included	___	GCWT	___	___

AB. Containerization Required:

(1) Drayage Included	___	NCWT	___	___
(2) Drayage Not Included	___	NCWT	___	___

(Repeat AA and AB above for additional areas as needed.)

Item 0007. Outbound Service - Unaccompanied Baggage Packed By Owner - Consolidated Shipments/Government Facility. Service shall be the same as Item 0006 above except that service shall include two or more shipments picked up from a Government office, warehouse or facility.

Area.....

Est			
Annual	Unit		
Qty	Unit	Price	Total

AA. Containerization Not

Required: (Drayage Included)	___	GCWT	___	___
------------------------------	-----	------	-----	-----

AB. Containerization Required:

(Drayage Included)	___	NCWT	___	___
--------------------	-----	------	-----	-----

(Repeat AA and AB above for additional areas as needed.)

Item 0008. Expensive and Valuable Items. Service shall include inventorying each item, packing in Government-approved, contractor-furnished container(s), marking, banding and cubing at owner's residence. Drayage, if required, will be ordered by the contracting officer. If drayage is required, weighing shall be done on properly certified scales and a certified weight ticket shall be furnished. If drayage is not required, weighing shall be done at owner's residence on portable or bathroom scales. In jurisdictions where local law prohibits the certification of portable scales, a weight certificate will not be required. However, upon the written authority of the contracting officer, the contractor may apply a constructive weight of 11 pounds per gross cubic foot of the container.

Area.....

Est					
Annual	Unit				
Qty	Unit	Price	Total		
AA. Drayage Included				NCWT	
AB. Drayage Not Included				NCWT	

(Repeat AA and AB above for additional area as needed.)

Item 0009. Storage. Storage of containerized articles shall be furnished when ordered by the contracting officer. Charges shall not commence earlier than the sixth (6th) workday following date of transportation officer's receipt of notification of completion of containerization service. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

Area.....

Est				
Annual	Unit			
Qty	Unit	Price	Total	
				NCWT
				NCWT

(Repeat for additional areas as needed.)

Item 0010. Containers. Service shall consist of the furnishing of the following types of new containers or specially constructed wooden crates. Containers furnished or specially constructed are to be assembled and ready for loading.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Container (FED SPEC PPP-B-580)	_____	ea	_____	_____
AB. Container (MTMC Pam 55-12)	_____	ea	_____	_____
AC. Crate (MIL-C-52950)	_____	cu ft	_____	_____
or fraction		thereof		

(Repeat for additional areas as needed.)

When a specific container from the MTMC Pam. 55-12 is ordered the order will indicate the appropriate MTMC approval number.

Item 0011. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Service shall consist of obliteration of all old markings, stenciling of necessary information on loaded shipping containers scheduled for reconsignment and loading on the hauling carrier's vehicle.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	
_____	ea	_____	_____

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30 of total area of shipping container or cost of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, nails and bands shall be accomplished at no expense to the Government.

Area.....

Est	Annual	Unit	
Qty	Unit	Price	Total
_____	ea	_____	_____

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

Est	Annual	Unit	
Qty	Unit	Price	Total
AA. Assembly	_____	each	_____
AB. Disassembly	_____	each	_____

(Repeat for additional areas as needed).

Item 0012. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed _____ miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of pickup to the outer boundary of the contract area of performance.

Area.....

Est	Annual	Unit	
Qty	Unit	Price	Total
AA. Household goods	_____	per	_____
loaded			_____
mile			
AB. Unaccompanied baggage	_____	per	_____

Item 0013. Attempted Pickup. When the initial attempt to pickup a shipment at the owner's residence is unsuccessful, charges apply provided the Contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup at the residence.

Area.....

Est					
Annual	Unit				
Qty	Unit	Price	Total		
AA. Household Goods	_____	_____		ea shpmt	_____
AB. Unaccompanied Baggage	_____	_____		ea shpmt	_____

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

Item 0014. Additional Services. The contractor shall provide additional services not included in the schedule, but required for satisfactory completion of the services ordered under this contract, at a rate comparable to the rate for like services as contained in tenders on file with the ICC, state regulatory bodies, or MTMC, in effect at the time of the order.

RECAPITULATION SCHEDULE I

Schedule Total - Area \$.....

(Repeat for each area listed.)

SCHEDULE II

INBOUND SERVICES

Item 0015. Complete Service - Inbound (HHGs). Service shall include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage to owner's residence, decontainerization and unpacking of loaded containers of household goods and placing goods in appropriate rooms as directed by owner, unservicing appliances, assembly of any disassembled articles and removing shipping containers, barrels, boxes/crates and debris from owner's residence and drayage of empty containers to contractor's or Government facility.

Area

Est			
Annual	Unit		
Qty	Unit	Price	Total
—	NCWT	—	—

(Repeat for additional areas as needed.)

Item 0016. Complete Service - Inbound (HHGs). Service shall be same as Item 0015 above except that drayage of shipment to residence is not required.

Area

Est			
Annual	Unit		
Qty	Unit	Price	Total
—	NCWT	—	—

(Repeat for additional areas as needed.)

Item 0017. Complete Service Inbound (HHGs). Service shall be the same as Item 0015 above except removal of items from outer container will be at the contractor's facility and articles will be drayed to owner's residence.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	NCWT	___	___

(Repeat for additional areas as needed.)

Item 0018. Inbound Service - Contractor Facility (HHGs). Services shall include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle into the contractor's facility and delivery of articles to property owner, motor van carrier, or NTS contractor at the contractor's facility.

Area.....

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	NCWT	___	___

(Repeat for additional areas as needed.)

Item 0019. Complete Service - Expensive and Valuable Items. Services shall include drayage from the storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, decontainerization and unpacking of containers at owner's residence, and removal of shipping containers and debris from the residence.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
AA. Drayage Included	___	NCWT	___
AB. Drayage Not Included	___	NCWT	___

(Repeat for additional areas as needed.)

Item 0020. Complete Service - Inbound (Unaccompanied Baggage). Service shall include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage of unaccompanied baggage containers to owner's residence, unpacking of containers, reassembly of articles and removal of all shipping containers and debris from the residence.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	NCWT	___	___

(Repeat for additional areas as needed.)

Item 0021. Complete Service - Inbound (Unaccompanied Baggage). Service shall be same as Item 0020 except that drayage to residence is not required.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	NCWT	___	___

(Repeat for additional areas as needed.)

Item 0022. Inbound Service - Contractor Facility (Unaccompanied Baggage). Service shall be the same as Item 0020 above except service shall also include removal of unaccompanied baggage from outer shipping containers for pickup by the owner or release to a motor carrier or other contractor at the contractor's facility.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	NCWT	___	___

(Repeat for additional areas as needed.)

Item 0023. Storage. Storage of containerized articles shall be furnished when ordered. Charges under this item shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the transportation officer of arrival of shipment. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	NCWT	___	___

(Repeat for additional areas as needed.)

Item 0024. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Services shall include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, obliteration of all old markings, stenciling of necessary information on loaded shipping containers schedule for reconsignment loading on the hauling carrier's vehicle.

Area

Est			
Annual	Unit		
Qty	Unit Price	Total	
___	ea piece	___	___

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30% of total area of shipping container or costs of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, renailing and rebanding shall be accomplished at no expense to the Government.

Area.....

Est	Annual	Unit	Unit	Price	Total
Qty	Unit	Price			
_____	ea	piece	_____	_____	_____

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

Est	Annual	Unit	Unit	Price	Total
Qty	Unit	Price			
AA. Assembly	_____	each	_____	_____	_____
AB. Disassembly	_____	each	_____	_____	_____

(Repeat for additional areas as needed.)

Item 0025. Attempted Delivery. When the initial attempt to deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted delivery at the residence.

Area.....

Est	Annual	Unit	Unit	Price	Total
Qty	Unit	Price			
AA. Household Goods	_____	ea shpmt	_____	_____	_____
AB. Unaccompanied Baggage	_____	ea shpmt	_____	_____	_____

(Repeat for additional areas as needed.)

Item 0026. Reweighing. Service shall consist of weighing the loaded containers prior to delivery and weighing the empty containers after delivery.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Household Goods	_____	ea shpmt	_____	_____
AB. Unaccompanied Baggage	_____	ea shpmt	_____	_____

(Repeat for additional areas as needed).

Item 0027. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed _____ miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area.....

Est				
Annual	Unit			
Qty	Unit Price	Total		
AA. Household goods	_____	per	_____	_____
loaded				
mile				
AB. Unaccompanied baggage	_____	per	_____	_____
loaded				
mile				

(Repeat for additional areas as needed.)

Item 0028. Partial Withdrawal. Service shall be the same as Items 0015, 0016, 0020, or 0021 above, except a partial removal of the items from the outer container will be performed at the contractor's facility. Articles not removed from the shipment will remain at the contractor's facility.

Est			
Annual	Unit		
Qty	Unit Price	Total	

AA. Household Goods

(1) Drayage included _____ NCWT _____
 (2) Drayage Not included _____ NCWT _____

AB. Unaccompanied Baggage

(1) Drayage included _____ NCWT _____
 (2) Drayage Not Included _____ NCWT _____

(Repeat for additional areas as needed.)

Item 0029-0030. Reserved (See additional services).

NOTE: All Above Items are included in the evaluation of bids

RECAPITULATION SCHEDULE II

Schedule Total - Area \$.....

(Repeat for each area listed.)

SCHEDULE III

INTRA-CITY AND INTRA-AREA MOVES

Item 0031. Complete Service for Intra-City and Intra-Area Moves. Service shall include a premove survey, servicing of appliances, packaging and packing at owner's residence to protect household goods properly during transit, tagging of items, inventorying, loading, weighing, drayage, unloading, unpacking, and placing of each article in owner's new residence as directed by owner or owner's designated representative and removal of all empty containers and materials from residence.

Area.....

Est				
Annual	Unit			
Qty	Unit	Price	Total	
___	NCWT	___	___	___

(Repeat for additional areas as needed.)

Item 0032. Attempted Pickup or Delivery. When the initial attempt to pickup or deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup or delivery at the residence.

Area.....

Est				
Annual	Unit			
Qty	Unit	Price	Total	
AA. Attempted Pickup	___	ea shpmt	___	___
AB. Attempted Delivery	___	ea shpmt	___	___

(Repeat for additional areas as needed.)

Item 0033. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area

Est			
Annual	Unit		
Qty	Unit Price		Total
_____	per	_____	_____
	loaded		
	mile		

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

RECAPITULATION SCHEDULE III

Schedule Total - Area \$.....

(Repeat for each area listed.)